

## Council of Deans— Minutes (Unapproved)

Date: Tuesday, January 3, 2012

Time: 3:00 p.m.

Location: Administration Board Room

### **Members and Staff Representatives present:**

Reza Kamali, Dean, School of Science and Technology

Buddy Odom, Dean, School of Business

Von Underwood, Dean, School of Liberal Arts

Ronna Vanderslice, Dean, School of Education and Behavioral Sciences

Debbie Goode, Director, Information Technology Services

Karla Oty, Director, Institutional Research, Assessment, and Accountability

Sherry Young, Director, Library Services

Linda Phillips, Registrar

John McArthur, Provost

Elizabeth Hall, Assistant to the Provost

### **Guests present:**

Gary Buckley, Incoming Interim Dean, School of Science and Technology

Lisa Restivo, Distance Learning Coordinator

### **Members absent:**

Sylvia Burgess, Associate Vice President for Academic Affairs

Susan Camp, Director, CU-Duncan

### **Agenda and Notes**

1. Introduction- Dr. Gary Buckley, Interim Dean, School of Science and Technology- Provost McArthur introduced Dr. Buckley to the group as incoming Interim Dean of the School of Science and Technology, assuming the position tomorrow. Provost McArthur thanked outgoing Dean Reza Kamali for his service to the university.
2. Approval of Council of Deans Minutes –December 6, 2011 Meeting (Handout)-  
**Approved**
3. Announcements and Information Items
  - a. General Interest
    - i. Summer and Fall 2012 Enrollment Schedules are due by 5 p.m., Thursday, January 26, 2012 to Registrar.

Registrar Phillips said that to assist in scheduling, she would send out copies of the Fall 2010 and Summer and Fall 2011 schedules to the Deans and Directors this evening.

- ii. Training workshop to submit IRB applications electronically to the OU IRB is February 3, 2012 between 1:00-3:30 p.m. in the CETES small conference room
- iii. Spring Deadline to submit internal grants is February 27, 2012
- iv. The deadline to submit Lectures and Concerts proposals is 5 p.m., Thursday, March 1, 2012. Please turn in to Student Services, Room 324, North Shepler (Handout)

Provost McArthur explained that Lectures and Concerts funds are available to support popular and classical musical concerts, dance groups, writers, poets, and speakers from all disciplines and walks of life. The committee welcomes proposals from faculty, staff, and student groups and has additional funding available this year to support programs that are of a historical, social sciences, economic, or civic nature.

- v. Faculty Scholarship Exhibit: April 16-20, 2012 in the Library Reading Room

Dr. McArthur explained that if you would like more information regarding the exhibit, please be in contact with Tony Wohlers. He also notified the group that Oklahoma Research Day will be moved to the spring semester next academic year.

- vi. Graduate Hooding Ceremony on Sunday, April 29, 2012 starting at 2:00 p.m.

Dr. McArthur explained that the hooding ceremony would be split from Commencement this year. He stressed that Cameron made this change during the after action review to afford more families a chance to attend, to put a greater spotlight on our graduate degree recipients, and to have a more meaningful reception with graduates, family, friends, and faculty after the ceremony.

He encouraged the group to begin the communication about this change to its colleagues on Graduate Council and in the departments with graduate programs. Lani Malcolm will make facility reservations and conduct event preparations as before. This change of date and format will present challenges for facilities planning and for faculty attendance.

- b. Aggie Enrollment Days (Handout)

Provost McArthur explained that orienting fewer students at a time means that there must be more enrollment days. This puts more strain on departmental personnel and deans.

- c. Final Examination Scheduling for Distance Learning Courses- Lisa Restivo, Distance Learning Coordinator (Handout)

Provost McArthur explained that with the growth in student enrollment, the number of online students doubled.

Ms. Restivo explained that in the Fall semester there was a problem with faculty scheduling online exams for Saturday, a day when the Testing Center and the AITC are closed. It was determined that this will not be a problem for the Spring or Summer semesters as the final exam period ends on Friday.

There have also been problems with online students waiting until the last day of scheduled exams to take their proctored exam, leading to a strain on facilities. Provost McArthur mentioned that holding proctored online exams in the second floor computer lab of Howell Hall is an option. There was some concern from the group regarding security of lab spaces during proctored exams.

After much discussion, Provost McArthur told the group that for the Fall 2012 semester, Cameron will add online final exam ranges to the scheduling standards.

Ms. Restivo expressed hopes that the group could encourage the faculty who teach online courses to stagger the due dates of final exams.

After further discussion, Provost McArthur decided that the scheduling standards will read something along the lines of, "Online final exams will occur during this range of time. The window of exam completion will be determined by the faculty member."

Ms. Restivo explained that in the future, a system-wide Blackboard announcement will be at the top of the login page indicating the scheduling of online final exams.

Provost McArthur said that deans requesting scheduling variances for courses should go ahead and indicate if there would be final exam variances.

- d. Update on Faculty Teaching Load- S6L Process for Spring 2012- Director Karla Oty

Dr. Oty reported that before intersession she emailed electronic copies of the prepopulated forms to each chair. Dr. Oty encouraged the deans that if they would like her to go to the chairs meetings to explain the importance and usage of the S6L forms, she would be more than happy to do so.

e. Speakers Bureau Update (Handout)

Provost McArthur passed around a handout with the most recent listings of our faculty members' speaking topics. Deans are welcome to share the list with chairs. Updates to the list are due to Provost McArthur by the March Council of Deans meeting.

4. Standing Agenda Items

a. Academic Festival Update

i. Next Festival Speaker, Robin Wright, is coming to Cameron on January 19, 2012.

ii. Reminder: At the end of each month, please forward a list of items to me showing how faculty and staff are including or incorporating the Festival into student and community experiences on campus.

Provost McArthur thanked the group for the input thus far and encouraged more as he gets to pass them along to the Regents.

b. Assessment Activities Update

c. Retention and Graduation Rate Project Update

Director Oty told the group that after Census Day, she will update the information and send it to the chairs and deans.

d. Early Alert Usage Update

Dr. McArthur expressed his pleasure in the Early Alert usage rate. He would like to see an even higher rate of usage next semester.

e. Cameron Guarantee and Institutional Transparency Update

The group asked Director Oty about uploading the vitas for newly hired spring instructors. Director Oty asked the deans to email their new hires' vitas to her as pdf files.

f. Legislative Update

g. Around the Table for Announcements

John McArthur, Provost

- Provost McArthur provided the group with a handout with enrollment information for Spring 2012. The document showed how many seats are left in classes by site

and also compared the current number of remaining seats to the number of remaining seats at this time last year. This information helps to shed light on what classes are popular year by year. He thanked Dean Vanderslice for her efforts to fill seats in the Education courses.

- There was a city power outage on December 31 and some of Cameron's pieces of equipment were powered down improperly. Because of this we have had issues with email and voicemail has been lost. Be ready for faculty and staff to say that they have found more issues. Because some freezers went down in the Sciences Complex, tissue samples were lost. Interim Dean Gary Buckley will find out the exact details of how long power was out so that we can hopefully prevent something like this happening in the future.
- Provost McArthur stressed that if departments or units have a person who responds in emergencies and (s)he doesn't have a key or university cell phone, please make sure that person gets what (s)he needs.
- For those faculty members who are starting in January, there will not be a New Faculty Orientation until August. Lani Malcolm could prepare materials for the new faculty members at the request of the dean.
- PARCC (Partnership for Assessment of Readiness for College and Careers) is working to create new assessment goals for grades 3-11 in English Language Arts and Mathematics. Dr. Margery Kingsley and Dr. Gregory Kingsley will be representing Cameron in these efforts to have high school learning outcomes more closely match college-ready expectations. Deans should expect possible travel requests for this. If your school needs more funding, please notify Provost McArthur.

Debbie Goode, Director, Information Technology Services

- There are Disc Array issues on email. This will affect webmail. Please contact the Help Desk or Debbie Goode if your email is acting up.
- There have also been printer issues due to server damage.

Karla Oty, Director, Institutional Research, Assessment, and Accountability

- IRAA needs 400 seniors for assessment exams. They need 200 seniors for the writing exam and 200 for the critical thinking exam. These tests need to be completed by May. Students must be at Cameron physically to take the exam.
- If there are chairs that still have the Master Course Information Form binders, please have the chairs return them to Mandy Husak.

Von Underwood, Dean, School of Liberal Arts

- There is a Student Art Preview at the Duncan campus on January 31<sup>st</sup> at 6:30pm.
- There is a piano recital by Thomas Labe at the Duncan campus on January 31<sup>st</sup> at 7:30pm.
- On February 9, Pepe Romero will perform in the University Theatre. February 10 will be a master class.

## 5. Upcoming Meetings and Events

- a. Council of Chairs – 3:30 p.m. on Tuesday, January 10, 2012
- b. Council of Deans – 3:00 p.m. on Tuesday, February 7, 2012
- c. Regents Meeting Dates (for curriculum proposal purposes)

i. The University of Oklahoma Board of Regents

<u>Board Meeting Dates</u>	<u>Topics Due</u>	<u>Agenda Items Due</u>	<u>Location</u>
January 25-26, 2012	Nov. 17	Dec. 9	OKC
March 28-29, 2012			Norman
May 10-11, 2012			Norman
June 25-27, 2012			Ardmore
September 19-20, 2012			Tulsa/Claremore
October 24-25, 2012			Lawton
December 6-7, 2012			Norman

ii. The Oklahoma State Regents for Higher Education

1. Thursday, January 26, 2012 - 9 a.m.
  2. Thursday, March 1, 2012 - 9 a.m.
  3. Friday, May 25, 2012 - 9 a.m.
  4. Thursday, June 21, 2012 - 9 a.m.
  5. Thursday, September 6, 2012 - 9 a.m.
  6. Thursday, October 25, 2012 - 9 a.m.
  7. Thursday, December 6, 2012 - 9 a.m.
- d. Duncan Adjunct Faculty Workshop- Thursday, January 5<sup>th</sup> at 6:30 p.m. at the Duncan campus
  - e. Lawton Adjunct Faculty Workshop - Thursday, January 12<sup>th</sup> at 6:00 p.m. in the McCasland Ballroom
  - f. Academic Festival Speaker – Robin Wright – January 19, 2012
  - g. Supplemental Summer 2012 Budget Requests due by January 20, 2012
  - h. Equipment items “wish list” due by January 20, 2012
  - i. Summer and Fall 2012 Enrollment Schedules due to Registrar by Thursday, January 26, 2012, 5 p.m.
  - j. Training workshop to submit IRB applications electronically to the OU IRB is February 3, 2012 between 1:00-3:30 p.m. in the CETES small conference room
  - k. Spring Deadline to submit internal grants is February 27, 2012
  - l. Lectures and Concerts proposals due to Student Services- Thursday, March 1, 2012
  - m. Faculty Scholarship Exhibit: April 16-20, 2012 in the Library Reading Room
  - n. Academic Festival Speaker – Stanley McChrystal, Gen. (Ret.) – March 15, 2012
  - o. Graduate Hooding Ceremony – Sunday, April 29, 2012, 2:00 p.m.
  - p. Commencement- May 4, 2012

6. New Business

Provost McArthur distributed a memo requesting those who report to him to provide an Annual Plan Progress Report based on their approved 2011-2012 documents. He requested that the memo be submitted to him by January 18, 2012. Dr. McArthur requested that each person schedule an hour-long face-to-face meeting with him between January 17 and February 8, 2012.

Provost McArthur mentioned that due to the high volume of drop/adds this week, we need more support for the Advising Center. He stressed that Cameron needs to have support for the Advising Center solved for Spring 2013. Enrollment for the spring semester opens in late October and is open until January. It would be helpful if the Advising Center could get the course schedules 4 weeks prior to the beginning of spring enrollment.

Dr. McArthur told the group that Cameron is considering making Introduction to University Life a graduation requirement. The General Education committee has agreed to drop the General Education requirement by 6 hours. But then Cameron would add back 1 hour of freshman introduction and 1 hour of capstone class. If Cameron did require the Introduction to University Life, we would need more personnel to teach the course. It is possible that the faculty member could teach a section of the course and then take up hours in the Advising Center. The change to the General Education hour requirements has not yet made it through the various campus committees and would have to be approved by the Regents as well. The earliest that it would take effect is Fall 2012. The possibility of requiring Introduction to University Life will be discussed at a later date.