

## Council of Deans – Minutes

Date: Tuesday, July 5, 2011                      Time: 3:00 p.m.

Location: Administration Board Room

### **Members present:**

Buddy Odom, Dean, School of Business

Ronna Vanderslice, Dean, School of Education and Behavioral Sciences

Von Underwood, Dean, School of Liberal Arts

Reza Kamali, Dean, School of Science and Technology

Susan Camp, Director, CU-Duncan

Debbie Goode, Director, Information Technology Services

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

Sherry Young, Director, Library Services

Linda Phillips, Registrar

Sylvia Burgess, Associate Vice President for Academic Affairs

John McArthur, Provost

### **Members absent:**

None

### **Agenda and Notes**

1. Approval of Council of Deans Minutes – June 7, 2011 Meeting – **Approved with revisions of typographical errors**
2. Announcements and Information Items
  - a. Calendar Items
    - i. The meeting date and time for the August Council of Deans will be on Tuesday, July 26, 2011 at 3:00 p.m.
    - ii. Back to School meetings during the week of August 15 are listed in the Upcoming Meetings and Events section below
  - b. Reminder from April 5, 2011 meeting: Call for nominees for Academic Leadership Development Interns for Fall 2011 – up to 4 will be accepted. We have two nominees from Reza Kamali but would like additional nominees before a decision is made. Please submit nominees by our July 26, 2011 meeting.
  - c. Planning and Evaluation meetings - Several of you have asked questions about what to bring to your planning and evaluation meetings in July. We will use the same document format as before. I will be providing the items from Plan 2013 that were selected for emphasis this year, new Academic Affairs items, and carryover items that were not completed. All that you need to bring or send in advance of our meeting is a copy of your response to your planning items from last year if you have not already done so. Please be thinking of your own

initiatives that you would like for us to consider for next year as well. I will bring evaluative materials from the faculty and staff for those of you who receive external feedback.

- d. Internships and Career Services Project Update – AVP Sylvia Burgess  
This project is proceeding with the guidance of Jacob Johnson in Career Services, Arun Tilak in CETES and AVP Burgess representing Academic Affairs. A revised website is already available at <http://hirecameronaggies.com> that links to CU [http://www.cameron.edu/career\\_services](http://www.cameron.edu/career_services). Meetings will be held with department chairs about internships and employee-student matching. A faculty or staff point of contact for each department will be requested.
- e. Cameron Guarantee and Institutional Transparency – Update  
Improving Cameron University Retention/Persistence rates and Graduation rates are a primary focus. The Guarantee serves to clearly show faculty, staff, and students that we will achieve improvements to Retention and Graduation rates by working harder and more effectively with our students but not by lowering standards or diminishing academic rigor. The Guarantee will also provide a feedback mechanism to departments on program learning outcomes. Please expect these outcomes to be published and presented to employers upon request.
  - i. Guarantee (Handout) - <http://www.cameron.edu/guarantee>
  - ii. Transparency – Faculty vitae, Master Course Information Forms (Handout), and Student Learning Outcomes will be posted as well as budget and organizational chart items
- f. Academic Affairs Organizational Restructuring Overview (Handout)
- g. Program Review Policy Revision (Handout) – The policy has been updated but the relevant section of the Procedures Manual has not. Director Oty will develop a new internal report template based on the updated policy.
- h. Summer 2011 overview (Handout) – Chairs and Deans offered an effective array of courses in service to students with appropriate use of existing financial resources. The net instructional cost per credit hour was essentially unchanged from Summer 2010.
- i. Summer 2012 preliminary budget (Handout) – A draft copy is provided for Council of Deans membership comment prior to formal distribution to department chairs at the Council of Chairs meeting on July 12, 2011. Please do not circulate this draft.
- j. Aggie Sharp Start – Learning Communities – Program overview

A new pilot program for up to 25 students will be managed through the Office of Enrollment Management. The target audience will be at-risk baccalaureate degree seeking students with a high school GPA of 3.25 or below who have a

need for remediation in two or more subjects but not eligible for other student support service programs. Students will take some courses in common. For Fall 2011, the students will take a common section of UNIV 1001 and PSY 1113. In Spring 2012, dedicated sections of a humanities general education course (MUS 1013 was specifically mentioned) and COMM 1113 are requested.

- k. College Bowl – Team and team sponsor needed for Fall 2011 (Handout)  
KSBI in Oklahoma City has identified sponsors to revive a televised College Bowl type show with a single elimination weekly competition between two Oklahoma institutions. In order to participate we need a team sponsor, three team members, and three alternates. The group initiated discussions with a follow up meeting scheduled for July 26, 2011.
  - l. Legislative Update
    - i. Faculty Load and Availability – Please be prepared for legislation to mandate faculty contact time during the next session. Please help me draft talking points to have prepared to explain why a 12 semester hour instructional load is a full time job and how I can assure legislators and the public that our faculty members are working for CU full time and at least five days each week.
    - ii. An update on the HEOA requirement for distance learning registration in every state for which we teach a student with OSRHE input and assistance on coordinating responses was provided. AVP Burgess and Provost McArthur will have primary responsibility for monitoring this requirement and the CU response.
    - iii. An update was provided on HB1854 requiring an equal access policy for statewide professional educators’ associations. Dean Vanderslice and Provost McArthur will have the primary responsibility of drafting a university policy response as required by the legislation.
  - m. Enrollment Update – Upper division and graduate enrollment are slightly above values from last year but we have a significant drop in freshmen enrollment. Overall we have enrolled 37 fewer students as of today.
  - n. Endowed Lectureship Funds availability promotion – A central brochure will be created for new faculty orientation and back to school meetings. Deans and Directors are encouraged to continue to promote this opportunity through other channels.
  - o. Around the Table for Announcements – Not conducted due to time constraints
3. Upcoming Meetings and Events
- a. Council of Chairs – 3:30 p.m. on Tuesday, July 12, 2011
  - b. Council of Deans – 3:00 p.m. on Tuesday, July 26, 2011
  - 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>
September 19-20, 2011			Tulsa/Claremore
October 26-27, 2011			Lawton
Nov. 30-Dec. 1, 2011			Norman

- ii. The Oklahoma State Regents for Higher Education
    - 1. Thursday, September 8, 2011, 9 a.m.
    - 2. Thursday, October 20, 2011, 9 a.m.
    - 3. Thursday, December 1, 2011, 9 a.m.
  - d. OSRHE Academic Policy Workshop – July 14, 2011
  - e. Provost attending conference – August 1 – 5, 2011
  - f. New Faculty Orientation – August 10 – 11, 2011
  - g. Fall General Faculty and Staff Meeting – 10:30 a.m., Monday, August 15, 2011 immediately followed by university “cookout”
  - h. Back to School Meetings – Faculty offices reopen on Monday, August 15, 2011
    - i. Council of Chairs – 3:30 p.m. on Tuesday, August 16, 2011
    - ii. School of Business – 2:30 p.m. on Monday, August 15, 2011
    - iii. School of Education and Behavioral Sciences – 9:00 a.m. on Tuesday, August 16, 2011
      - 1. Teacher Education Council – 3:45 p.m. on Wednesday, August 17, 2011
    - iv. School of Liberal Arts – 9:00 a.m. on Tuesday, August 16, 2011
      - 1. Art – 1:30 p.m. on August 16
      - 2. Communication – 1:30 p.m. on August 16
      - 3. Criminal Justice and Sociology – to be determined
      - 4. English and Foreign Languages – 2:00 p.m. on August 17
      - 5. History and Government – 9:00 a.m. on August 18
      - 6. Music – 2:00 p.m. on August 16 followed by Music Advisory Board meeting at 4:00 p.m.
      - 7. Theatre – 10:00 a.m. on August 17
    - v. School of Science and Technology – to be determined
    - vi. WEAVEonline training – to be determined
  - i. Adjunct Faculty Workshop – 6:30 p.m., Monday, August 15, 2011
  - j. Program Review documents due to VPAA – November 18, 2011
4. New Business

None Presented

Meeting adjourned 5:30 p.m.