Council of Deans – Minutes

Date: Tuesday, December 6, 2011 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
Sylvia Burgess, Associate Vice President for Academic Affairs
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
John McArthur, Provost
Elizabeth Hall, Assistant to the Provost

Guests present:
Jamie Glover, AVP for Enrollment Management
Jennifer Holland, VP for Student Services
Glen Pinkston, VP for Business and Finance

Agenda and Notes

1. Webinar with Kathryn Hallett of ULC Education Advisory Board Company on services

   Ms. Hallett introduced the services that are available to Cameron University as a part of our membership to the Education Advisory Board Company. We have access to best practices research as well as customized research. The turnaround on customized research is about 8 weeks.

   If you have an idea for customized research, please send it to Provost McArthur. Provost McArthur explained that our current research priorities are for a technology plan, distance learning, enrollment management and planning, and Title IX considerations.

2. Approval of Council of Deans Minutes – November 1, 2011 Meeting (Handout) – Approved

3. Announcements and Information Items
   a. General Interest
      i. Spring Adjunct Faculty Workshops- Duncan Adjunct Faculty Workshop will be Thursday, January 5th at 6:30 p.m. at the Duncan Campus. Lawton
Adjunct Faculty Workshop will be Thursday, January 12th at 6:00 p.m. in the McCasland Ballroom

Provost McArthur urged the deans to pass this information along to their adjunct faculty so that they might put in their calendars as soon as possible.

b. Budget Requests for Summer 2012

Provost McArthur handed a memo to each dean regarding Summer 2012 Budget Requests. The requests are due by January 20, 2012. The amount of additional salary funding that is available for distribution is $70,390. These remaining funds can be used to cover new courses or to supplement stipends for chairs, etc.

c. Sick Leave Policy

Provost McArthur provided an example of recent questions about the new sick leave policy that goes into effect January 1, 2012. One question regarded the availability of faculty compensation if he or she covered a class for a sick colleague. Substitute instructors do not necessarily receive compensation as leave is independent of contracting for overload instruction. In most cases, faculty members substituting for a day or two would not receive compensation. In the case of extended absences, however, Dr. McArthur stated that a chair should consider recommending to the dean that the substitute receive compensation. Any compensation would require dean approval.

d. E-1 Severance Form Changes- Director Debbie Goode (Handout)

The major change that has been made to the form is on item 2 which reads, “Arrangements for email, files, and other data resources stored on University computers and servers have been finalized.” This allows the department to transfer significant information stored on the departing employee’s hard drive and in email to the incoming replacement employee.

Provost McArthur explained that this has been a bigger problem with staff turnover than with faculty turnover. He suggested that each employee should keep a list of the external agencies for whom they are the primary point of contact. This will better help with the transfer of information as employees leave.

Changes to the form were approved November 1, 2011 and the new form can be found on the Forms section on Aggie Access.

e. Review of University Consensual Sexual Relationship Policy (Handout)

Provost McArthur reminded the group that we need to ensure that all faculty and particularly adjunct faculty are aware of the policy. The complaint path goes
through Cameron’s EEO officer, Tom Russell. Mr. Russell will be asking to visit with each campus unit during the Spring 2012 semester to review this policy as well as the sexual assault and harassment policies.

f. National Survey of Student Engagement Results- Director Karla Oty (Handout)

Director Karla Oty took the group through some of the National Survey of Student Engagement (NSSE) results. As she did in the last meeting, Dr. Karla Oty reiterated that these are students’ responses to a survey. She encouraged the group to look at the places where Cameron students are reporting very different from their peers and to think about the areas that we really value as an institution. Dr. Oty let the group know that there is a great deal of data and that her department is still processing it. She said that Cameron will have the results by major groupings as well, however, these groupings sometimes span different Schools or Departments.

g. Request for input on department, School, or academic unit equipment items (due date January 20, 2012) - If more funds were available to your unit in the following amounts, what improvements would you make? How would our external constituencies notice? Please do not submit proposals. A bulleted list or brief narrative is sufficient.
   i. Up to $10,000
   ii. From $10,000 to $100,000
   iii. From $100,000 to $1,000,000

Dean Vanderslice asked if the units could make some of the same requests as they had done when requesting Capital Funds. Provost McArthur answered that, yes, the groups could request the same improvements. Dr. McArthur said that he would check with VP Pinkston regarding the progress of the Capital Funds awards.

h. Convocation and Commencement Banners

Over the years, the wind has aged the existing gonfalons and there have also been some mergers and splits of programs. Provost McArthur let the group know that we will shift to departmental recognition with additional gonfalons for each graduate department too and ORGL and IDS – 22 total. Redesign is starting after announcement at Council of Chairs next week.

Dr. McArthur told the deans that their department chairs will likely be contacted by the Public Affairs office for suggestions on symbolism to be used for the banners.

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.

b. Assessment Activities Update
c. Retention and Graduation Rate Project Update
d. Early Alert Usage Update
e. Cameron Guarantee and Institutional Transparency Update
f. Legislative Update
g. Around the Table for Announcements

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.

5. Upcoming Meetings and Events
a. Council of Chairs – 3:30 p.m. on Tuesday, December 13, 2011
b. Council of Deans – 3:00 p.m. on Tuesday, January 3, 2012
c. Regents Meeting Dates (for curriculum proposal purposes)
   i. The University of Oklahoma Board of Regents

<table>
<thead>
<tr>
<th>Board Meeting Dates</th>
<th>Topics Due</th>
<th>Agenda Items Due</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 25-26, 2012</td>
<td>Nov. 17</td>
<td>Dec. 9</td>
<td>OKC</td>
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<td>March 28-29, 2012</td>
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<td>Norman</td>
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<td>May 10-11, 2012</td>
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<td>June 25-27, 2012</td>
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<td>Ardmore</td>
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<td>September 19-20, 2012</td>
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<td>Tulsa/Claremore</td>
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<td>October 24-25, 2012</td>
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<td>December 6-7, 2012</td>
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   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. DaVinci Institute Awards nominations due – December 20, 2011 (forms available on October 4, 2011 at www.davinciok.org

e. Faculty and Staff Holiday Reception at Cameron House – December 15, 2011 from 4:00 to 5:30 p.m.


g. Academic Festival Speaker – Stanley McChrystal, Gen. (Ret.) – March 15, 2012

6. New Business

None presented

Meeting adjourned at 4:55 p.m.