Council of Deans - Minutes

Date: Wednesday, September 3, 2014  Time: 2:00 p.m.
Location: Administration Boardroom

Members and Staff Representatives present:
Ronna Vanderslice, Vice President for Academic Affairs
Sylvia Burgess, Associate Vice President for Academic Affairs
Marge Kingsley, Assistant Vice President for Academic Affairs
John Camey, Dean, School of Business
Lisa Huffman, Dean, School of Education and Behavioral Sciences
Von Underwood, Dean, School of Liberal Arts
Terry Conley, Dean, School of Science and Technology
Susan Camp, Director, CU-Duncan
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Debbie Goode, Director, Information Technology Services
Sherry Young, Director, Library Services
Linda Phillips, Registrar
Vinetta Stanton, Educational Project Specialist

Members and Staff Representatives absent:
Mandy Husak, Academic Affairs Coordinator

Agenda and Notes

- Approval of Council of Deans Minutes – August 7, 2014 Meeting (Handout) – Approved.
- Discussion Items:
  1. Enrollment Update—Dr. Oty provided an update on enrollment numbers. Enrollment overall is down but is up in Agriculture, HPE and Music. Discussion ensued.
  2. Academic Summary—VPAA Vanderslice encouraged the Deans to look at their classes to see if students are being offered classes at the times that they want them.
  3. Early Alert—Dr. Oty provided an early alert update. The VPAA encouraged the Deans to send reminders to their faculty and reminded them that for faculty to assign an AW grade, they would need to have an early alert entered for the student first.
  4. Remaining Seat Report for Fall—Dr. Oty provided an update on remaining seats. The VPAA reminded the Deans to cancel courses with zero/low enrollment earlier so that students have enough time to rearrange their schedules.
  5. Request for Faculty Vita Update—Faculty vitas should be posted by September 12.
  6. Faculty Load Report—Dr. Oty provided a report of each school’s faculty load. Discussion ensued.
  7. Teaching and Learning/ Persistence Academy Update—In her update Dr. Kingsley mentioned that Greg Duncan is rewriting the program for the Early Alert system. She
provided a list of possible categories that will be added and asked for suggestions for improving the system.

8. Degree Completion—Linda Phillips shared that the Registrar’s Office is working on the 2009 and 2010 cohorts. The Registrar’s Office is checking every couple of weeks to see if these students are still enrolled.

9. Academic Festival Updates—September 25 is the deadline to email Academic Festival events to Brandy.

10. Student Concern System—There are two paths: students can enter concerns or a faculty/staff member can enter a concern for the student.

11. Bhattacharya Research Excellence Award—The Call for Nominations will be sent out via email today.

12. HLC Multi-Location Visit—September 8th at Ponca City (MBA), September 9th at RSU (Elementary Ed, Social Studies Ed)

13. Online Leave Reporting System—Is not a system for requesting leave, but a reporting tool.

   VPAA Vanderslice informed the Deans and Directors that they should continue requesting leave so that she will know when to expect them off campus. Email the VPAA and copy Brandy. After they have taken leave, they are to follow up with the new system to report leave hours.

   Trainings will be conducted starting in September. The travel request process has not changed.

14. Evaluation of Teaching—Concerns with the IDEA forms:
   Faculty side – didn’t seem to give meaningful information to the departments.
   Student side – nothing is done with the information provided.

   A concern was also came from Faculty Senate that the IDEA form is the only thing some of the Chairs are using to document teaching. VPAA Vanderslice stated that it was not intended to be that way. She read a list of documents from the Faculty Handbook that are listed for the evaluation of teaching. The Deans were encouraged to look back to see what was used last year to evaluate teaching.

15. Improving campus communication—The VPAA will take agenda items from Council of Chairs and Council of Deans to Faculty Senate (requested) in order to improve communication across campus.

   ❖ Important Dates:
   - Council of Chairs – September 18, 2014 at 2:00 p.m.
   - Council of Deans – October 7, 2014 at 2:00 p.m.
   - Regents Meeting Dates (for curriculum proposal purposes)
ii. The Oklahoma State Regents for Higher Education

- September 3-4, 2014
- October 22-23, 2014
- November 6, 2014
- December 3-4, 2014

- September 5, 2014 – Endowed Lectureship Final Reports and Donor Thank You Letters due
- September 5, 2014 – Endowed Lectureship Proposals due
- September 8, 2014 – Deadline to submit classes for pilot mobile IDEA evaluations
- September 11, 2014 – “Gardens in the Rain,” Dr. Hyunsoon Whang’s Faculty Piano Recital at 7:30 p.m. in the University Theatre
- September 12, 2014 – Faculty Vitas should be posted in an electronic format before this date
- September 12, 2014 – Mid-term grades posted by 4:00 p.m. (1st 8 week courses)
- September 15, 2014 – Prioritized Personnel Requests due to VPAA
- September 15, 2014 – “Art and Jazz in the Garden” (Contact Dean Conley for more information)
- September 19, 2014 – Deadline for internal grants
- September 24, 2014 – Last date to withdraw with an Automatic “W” (1st 8 week courses)
- September 25, 2014 – Course Equivalency Project meeting at UCO
- September 25, 2014 – Academic Festival Updates emailed to Brandy
- September 25, 2014 – Academic Festival speaker Chef Rick Bayless
- September 26, 2014 – Convocation
- September 30, 2014 – Penalty for late payment of tuition and fees begins
- October 1, 2014 – Last date to withdraw from a class with signature (1st 8 week courses)
- October 1, 2014 – Departments/disciplinary groups receive name of the advisor from the General Education Committee (GEC) assigned to their area
- October 3, 2014 – Ethics Bowl
- October 6, 2014 – All information for Academic Programs, Library, Teaching and Learning entered into WEAVEonline and designated as “final”
- October 7 – November 3, 2014 – Assigned IAC members and Deans review entries and give feedback in WEAVEonline. Assigned IAC members and Dean make recommendation to the IRAA Director on which programs should be scheduled for Roundtable discussions (Academic Programs, Library, Teaching and Learning)
- October 8 – Session ends (1st 8 week courses)
- October 10, 2014 – Final grades posted by 4:00 p.m. (1st 8 week courses)
- October 10, 2014 – Mid-term grades posted by 4:00 p.m. (16 week courses)
- October 15, 2014 – Deans are notified by VPAA of approved positions
- October 16-19, 2014 – Fall Break
- October 21, 2014 – FLAC lock date for all adjuncts teaching 2nd 8 weeks (S8 position suffix) and all full-time faculty
- October 21, 2014 – All 2nd 8 weeks Payroll Action Forms submitted by 5:00 p.m.
- October 24, 2014 – All information for General Education courses entered into WEAVEonline and designated as final
- October 27, 2014 - January 21, 2015 – Assigned IAC members review entries and give feedback in WEAVEonline. Assigned IAC members make recommendations to the IRAA Director on which departments/disciplinary groups should be scheduled for Roundtable discussions (General Education)
- November 3, 2014 – Deadline to apply for graduation to ensure name will appear in Commencement Program
- November 3 – November 14, 2014 – VPAA decides which programs will participate in a roundtable discussion and the schedule is created. (Academic Programs, Library, Teaching and Learning)
- November 7, 2014 – Last date to withdraw with an Automatic “W” (16 week courses)
- November 17-December 19, 2014 – Roundtable discussions with AP. (Academic Programs, Library, Teaching and Learning)
- November 18, 2014 – Academic Festival speaker Robert Glennon
- November 21, 2014 – Last date to withdraw from a class with signature (16 week courses)
- November 26-30, 2014 – Thanksgiving Holiday
- December 8-13, 2014 – Final Exams
- December 13, 2014 – Session Ends
- December 16, 2014 – Final grades posted by 4:00 p.m. (16 week courses)
- December 17, 2014 – Faculty Offices close at 5:00 p.m.
- March 13, 2015 – Oklahoma Research Day
- May 8, 2015 – Commencement