Deans’ Council Notes
November 30, 2004

I. End of semester notes:
- Last day to withdraw from a single class – December 6
- Please remind instructors to record conditions of completing an "I" on the grade sheet. Also be aware of the current "I" guidelines which became effective summer 2003 session:

"I" symbol. An incomplete may be given (at an instructor's discretion) to a student whose grade average is passing, but who did not complete a course at the end of a term. The time allowed for completion of a course in which a student has received a grade of "I" may not exceed one calendar year. During that year the student is not permitted to re-enroll in the course.

Changing an "I". It is the responsibility of the student to satisfy requirements for completion of the course. It is the responsibility of the instructor to submit a "Grade Correction" form to the Registrar. If by the end of one calendar year no change in grade has been submitted by the instructor, the grade of "I" will become permanent. After a grade of "I" has become permanent, a student may re-enroll in the course. In no case will an "I" be changed to a grade of "F" after a student has graduated.

- Please remind instructors that recording a date of last attendance for "F"s awarded for nonattendance is most helpful to VA and some other areas.
- Because of the way the calendar is scheduled this year, grades are due one hour before the campus closes for the Holiday Break. Some staff will end up having to be in over the break to run reports, etc. It would be most helpful if instructors would submit their grades via CAMSIS as early as reasonable. None of the reports can be run until ALL of the grades are electronically submitted.
- Finals are to be given during the designated final exam time, with the exception of laboratories which are during the last laboratory session unless other arrangements are made by the instructor.

The above topics were covered mostly in the sense of reminders. The last one was apparently news in one area and we will make sure we do better at the end of the following semesters.

II. Summer sessions and budgets
Questions and answers

Current plan is to lay out two four week sessions on top of the standard eight week session (already calendared this way). Chairs have raised the prospect that faculty will migrate much more willingly to the four-week sessions rather than three-week intersessions since the intersession is only paid at overload rate. That may be. However, there has not been a push to have everyone doing intersession and only some courses or topics may be appropriate for that time period.

The question was raised about how the four week sessions would affect the budget and my response was that it doesn't. Again, not all courses should or could be offered in an eight week format – this is pretty much a pilot to see what courses fit. One of the challenges will be to schedule carefully with students in mind and make sure we aren't scheduling primarily for faculty convenience. From the scheduling and budget viewpoint, deans were encouraged to think of this scheduling and budgeting process to be analogous to what we do in a sixteen week semester with two eight week sessions laid on top of it.

III. Discussion of scheduling challenges related to CNC, Duncan, ITV, etc.
I plan to have a meeting soon with some of the parties involved in the mechanics of producing the schedules with these interwoven entities. What can we do from the academic side to smooth out the process?

There are two topics related to the interweaving of CNC, Duncan, ITV, Wackenhut, etc. One is the mechanical one by which we merge all of these scheduling processes together. There will be a meeting on December 11 involving some of the key parties involved in that process. The academic concern needs to be addressed with deans and chairs — how do we make sure the course offerings are being selected in such a way as to provide meaningful opportunities for progression. There will be a followup meeting soon on that.

IV. Around the Table.

Deans only:

V. Post-tenure review:

- I had recommended we look for some volunteers for the first round. Though the call has not gone out, you have provided names of faculty who have volunteered. We need to make sure that list is current, is of the appropriate size, and also look at the process. The section from the Handbook is attached.

A list is developing of volunteers, though the official call has not yet gone out. Business and LA have provided seven names. The intent is to get to about 10-15 with a distribution of schools so we can figure out the process and means of improving it.

Calendar notes
December 6, Monday - Last date to withdraw from a class
December 12, Sunday, 2:00 – 4:00 pm – Holiday reception at Cameron House – McArthur, Neale
December 13, Monday, 6:00 – 8:00 pm – Holiday reception at Cameron House – Burgess, Soelle
Dawe is a floater – will pick one or the other.
Week of February 7 – Homecoming Week

Nomination information
Creativity in Motion/Thatcher Hoffman Smith Prize from OU College of Arts and Sciences: Field open – looking for a creative project. Focus is on the process itself, not a completed project. Deadline is January 15, 2005. Web site at http://cim.ou.edu.