Council of Deans

Unapproved Minutes

November 18, 2002

Members:

Sullivan
Buckley
Burgess
Dawe
Goode
Harrison
Neale
Soelle
Young

Other Present:

James Ronan, Director, Public Safety

I. Agenda Item 1 - Items from Executive Council

a. Sullivan informed the group that the Hackler dinner will be December 11 at 7:00 p.m. in Duncan. He does not know yet who the awardees are. They are being selected by a group that was appointed by the President.

b. Sullivan stated they are looking for a Santa suit. Asked Soelle if they have one in the theatre costume inventory. On December 6, the U.S. Army's Fife and Drum Corps will be on campus. Plans are being made to have a tree lighting ceremony. The Fife and Drum Corps will come down and do a concert in the Sciences Complex and then we will light the tree and have Santa there. If everything works out, Keith Mitchell will put out the announcement. Short discussion followed.

c. Question was asked when the Christmas reception was going to be held this year. Sullivan stated that the day that is being looked at is December 17, which is the day before faculty offices close. As a result of the short discussion that followed, Sullivan will inform the President that the reception has normally been held on Thursday of finals
week when faculty are still on campus.

d. There will be a budget briefing to Deans Council, EC, Faculty Council and Student Government tomorrow afternoon at 1:00 p.m. and then the President will talk with the department heads at 3:30 p.m. There will be a general staff and faculty meeting at 9:00 a.m. and again at 1:30 p.m. on Thursday, November 21, to talk about the budget.

2. Agenda Item 2 - Emergency Preparedness/Crisis Management (Jim Ronan)

Sullivan asked Ronan to talk to the group about emergency preparedness and crisis management. Ronan distributed two handouts. He outlined the training their officers go through in order to be ready for any situation that arises. Ronan also talked about, in detail, several of the documents in the handouts, giving statistics about the crime rate here on campus and the surrounding areas, what their officers are trained to do and how their officers have handled different situations in the past, and all the services their officers provide. Ronan stated when he came to Cameron University he found that there was no emergency action plan so he prepared his own plan. Included in the packet of information is a disk which contains this unapproved emergency action plan. His officers have copies of this plan and are familiar with it. He mentioned that Public Safety had a booth at the "It's All About You at CU" recruitment day and many parents came to their booth - that was their number one concern. Sullivan stated that one of the things that has come up is what does an instructor do if a student has a seizure in a classroom. Ronan stated that he takes part in the orientation of new faculty and the student orientations every year and provides them with information about what to do if certain problems arise. He outlined, in detail, procedures to take when a medical emergency arises, both during the day and during evening classes. Lengthy discussion followed.

3. Agenda Item 3 - Changes in Purchasing Procedures (Dr. McKellips)

Sullivan stated that McKellips will not be here today to talk about changes in purchasing procedures. He will either come at a later date or will get something out in writing.

4. Agenda Item 4 - Curriculum Evaluation Checklist

Sullivan stated he was going to skip this item and bring it back to a later meeting.

5. Agenda Item 5 - Out-of-State Travel Forms

Sullivan stated that in the past he signed all the out-of-state travel forms but about a year or so ago there was a new process that took effect that out-of-state travel forms could be signed by the deans. In any case, Sullivan said he now needs to sign all out-of-state travel forms in his area of responsibility. Deans should initial them and then Sullivan will sign. They will then be reviewed and signed by the President as final approving authority. Short discussion followed.

6. Sullivan distributed a document that came out at last week's meeting of the Council on Instruction. Told Burgess that Tinker wants more masters degree programs. Burgess replied that they have already met with them and they don't really want masters degree programs, they want bachelor degree programs plus a paper and they call them

http://www.cameron.edu/uploads/79/a9/79a9b88cdd8e1beb0846e19e985b6bd0/min111802.html 10/27/2010
masters degrees. They want them taught at the 1000/2000 level and add a paper to it and make it a masters and that doesn't work. Also, they want us to come up there to teach it, face to face. Sullivan concurred that if that is what they want, it is not a program that we should pursue. Short discussion followed.

7. Sullivan distributed a memorandum from Buckley regarding laboratory teaching credit for faculty, which is a good analysis. This was prepared by Dr. David Groves last year. This essentially tracks what the deans have sent Sullivan. This is not a program that the President, at this moment, has adopted as a way to save money. Short discussion followed.

COMMENTS

Harrison - No comment.

Buckley - No comment.

Burgess - No comment.

Young - No comment.

Goode - No comment.

Dawe - No comment.

Neale - No comment.

Soelle - Stated sales are beginning for tickets for the Festival Gala which is January 25. There is an ad in the Collegian, Lance Janda is sending out a note, there will be formal invitations, the President and her husband are considered the official hosts. The Gala will be at the Officers' Club. Tickets for faculty are $12.00 and $20.00 per couple and for students are $6.00 and $10.00 per couple. It is not open to the community. If anyone wants to bring guests, they buy for their guests at the C.U. sponsor's price. The Music Department is going to sell the tickets.

Adjourned 12:06 p.m.