Members and Staff Representatives present:
Ronna Vanderslice, Vice President for Academic Affairs
Sylvia Burgess, Associate 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
Mandy Husak, Academic Affairs Coordinator
Vinetta Stanton, Educational Project Specialist

Members and Staff Representatives absent:
Marge Kingsley, Assistant Vice President for Academic Affairs

Agenda and Notes

- Approval of Council of Deans Minutes – April 1, 2015 Meeting (Handout) – Approved.
- Discussion Items:
  1. General Education Assessment—VPAA Vanderslice mentioned that as it relates to key assessments, there is an ongoing issue with some courses not collecting data. In some cases, data had not been collected for as long as 5 years. Key assessments are program assessments that can’t be changed without approval from the appropriate committee. Classes that have not collected/submitted data for 5 years have been reviewed by the Gen Ed Committee and recommendations were made.

Another issue is determining how to communicate Gen Ed changes to the faculty. The VPAA will approve changes and copy the Deans. She will also share them at the Council of Chairs meeting following the approval.

  2. Syllabi review—VPAA Vanderslice made reference to the syllabi checksheet that was shared earlier this year. She stated that 10% of courses were picked for syllabi review. Dr. Oty did a random selection of the courses. The list of courses selected will be placed in the Council of Deans folder on the W drive. Deans should check the list to see which courses in their School were selected and send syllabi for courses highlighted to the Office of Academic Affairs.

  3. Budget Update—VPAA Vanderslice stated that there was a 3.5% budget cut but we don’t yet know if/how it will affect our tuition rates.

  4. Positions closed—VPAA Vanderslice reiterated that positions should be closed as soon as someone is hired. Supervisors should fill out the disposition form in a timely manner so that applicants not selected can be notified that the position has been filled.
5. Accessibility Update—VPAA Vanderslice asked the Deans to take a look at what the expectations are for accessibility.

AVPAA Burgess mentioned that the Office of Adult and Continuing Education (ACE) is putting together a timeline and shared some of the measures they are taking to assist faculty. She stated that the Deans can share with faculty that money will be put into the budget to help with accessibility.

6. New program requests——VPAA Vanderslice shared a handout put together by the Oklahoma Department of Commerce that show a list of ecosystems/areas of employer demand for Oklahoma. Future program requests will need to specify how they are more closely related to employer demand. The Regents may ask which of the areas in the ecosystem it falls under.

7. Ethical considerations—VPAA Vanderslice discussed some of the ethical implications that Cameron employees should consider when running for any governmental position. She shared policy information from both the employee and faculty handbooks and the Ethics Commission. She mentioned that persons in such positions should express that any views they share are not representative of Cameron University and that campaigning should be done outside of office hours.

8. Enrollment update – Summer and Fall—Dr. Oty provided an update on enrollment for Summer and Fall 2015. Summer enrollment is down overall but has increased in upper division and graduate hours. Fall 2015 enrollment is down except in concurrent high school and upper division hours.

She also provided remaining seat report information for Spring, Summer and Fall 2015.

9. Course Tracking – Spring 2015 Final—Dr. Oty provided remaining seat report information and asked the Deans to use this information to keep track of their courses. For instance, if a course has multiple sections that are never filled, maybe consider offering less sections or other alternatives.

10. Dean/Director role in assessment—VPAA Vanderslice shared that at their last meeting, the Institutional Assessment Committee (IAC) reviewed the results of a survey sent to faculty and staff. At the meeting, concern was expressed about Deans/Directors not being as involved in assessment in an ongoing way. Faculty expressed that they need more guidance about assessment in an ongoing way from leadership. She recommended that Deans schedule time to discuss assessment with each department in their school.

Some questions she suggested the Deans should ask are:

(i). Have you looked at your Action Plans?
(ii.) Are you doing what you said you would do?

As it relates to Outcomes/Measures, Deans should approve them or give feedback to the unit about concerns.

11. 2015-2016 Meeting Dates—The Council of Deans meeting dates for AY 2015-2016 were shared. COD usually meets the first Wednesday of every month at 2:00 p.m.

❖ The meeting adjourned at 3:30 p.m.