Council of Deans – Minutes

Date: Tuesday, February 2, 2010      Time: 3:00 p.m.      Location: Admin Board Room

Members present:
Buddy Odom, Dean, School of Business
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
Von Underwood, Dean, School of Liberal Arts
Reza Kamali, Dean, School of Science and Technology
Susan Camp, Director, CU-Duncan
Debbie Goode, Director, Information Technology Services
Tom Sutherlin, Director, Institutional Research and Assessment
Sherry Young, Director, Library Services
Linda Phillips, Registrar
John McArthur, Vice President for Academic Affairs

Members absent:
Sylvia Burgess, Associate Vice President for Academic Affairs

Corresponding Members:
Aubree Helvey, Assistant Vice President for Academic Affairs

Agenda and Notes

1. Approval of Minutes – January 5, 2010 Meeting
   Motion – Tom Sutherlin
   Second - Von Underwood
   Approved

2. Announcements and Information Items
   a. Computer Replacement Procedure (Handout)
      The draft procedure was posted for comments to Debbie Goode.
      The procedure will receive final review at the next Council of Deans meeting
   b. Computer Shutdown Procedure (Handout)
      Approved for distribution
   c. Administrative Withdrawal Update (Handout)
      Academic Administrative Withdrawal is in use during Spring 2010 as a pilot
      project in remedial mathematics and English classes. This will be available for all
      classes beginning in Summer 2010.
   d. Midterm grades is a feature in Banner (16 week classes only)
      Midterm grades will be available for all 16 week classes and will be mandatory
      for faculty teaching zero-level and 1000-level courses.
   e. Enrollment Summary for Fall 2009 and Spring 2010 (Handout)
f. The Faculty and Staff Retirement Awards Event previously scheduled for Thursday, April 22nd has now been moved to Monday, April 19th

g. Deans: Reminder on promotion application eligibility guidelines
   i. Associate Professor: four years at Assistant Professor and five years of full-time higher education teaching experience completed prior to applying
   ii. Professor: four years at Associate Professor and ten years of full-time higher education teaching experience completed prior to applying

h. Please forward “good news” items for potential press releases. For example, recent stories about Mike Husak and George Stanley in the Constitution. Please help us promote our students, faculty, and staff.

i. Do not shift responsibilities between units without supervisor approval. Deans may shift responsibilities between departments but not Schools without VPAA approval. Duties should not be shifted out of Academic Affairs without presidential approval. Shifts in duties or responsibilities may require personnel or budget reallocations.

j. Please keep your secretaries appraised of suspense dates and due dates. Yvonne indicates calls to your secretaries reminding them of due dates of which they are unaware.

3. Discussion Items
   a. Weather Event After Action Review
      i. Thank library staff for staying open on Thursday, Saturday, and Sunday
      ii. Should we require a certain number of student workers to live on campus for the Business Computer Lab, the Library, and the Fitness Center to provide basic support during weather events?
      iii. Update on water conservation and Lawton water supply
      iv. Send observations on what went right, what went wrong, and what can we do better next time to VPAA McArthur before Thursday, February 4, 2010.

   b. Ask Dean Underwood about FIPSE grant opportunity with the European Union
      The grant opportunity has several components:
      i. Supports the formation of educational consortia between the EU and U.S. institutions to include joint degrees. Dean Underwood had initial conversations with Swansea.
      ii. Shared curriculum
      iii. Policy oriented measures for transfer and mobility
      There will be an effort to uniformly distribute the partnerships among the 27 EU countries of which the United Kingdom is a single entity.
      VPAA McArthur reported that the Council on Instruction is in the initial stages of reviewing OSRHE policy for the inclusion of joint degrees. HLC approval would also be required.
4. Around the Table
Linda Phillips, Registrar
- One month to “go live” on student system.
- Fall 2010 schedule entry continues
- Consideration for discontinuing print schedule of courses – We spend approximately $20,000 per year to print schedules which are immediately out of date. Enrollment Management does not use the document as a recruiting or information tool. Please provide feedback to VPAA McArthur regarding keeping this document in print form.

Reza Kamali, Dean, School of Science and Technology
- Math Counts will be held on February 20, 2010
- Military Science reunion planned
- Military Science ROTC program is the 2009 MacArthur Award Winner for being the best Army ROTC Battalion in the Brigade (#1 of 36 schools). The brigade consists of eight states (Oklahoma, Texas, Arkansas, New Mexico, Arizona, Colorado, Wyoming, and Utah) and includes such Division I schools as OU, OSU, UT - Austin, UAF, UA, ASU, and BYU.

Von Underwood, Dean, School of Liberal Arts
- Concern over art show and performance on Friday, February 5, 2010 scheduled for the Simmons Center as part of the CU@SC series. Only 30 tickets have been sold.

Buddy Odom, Dean, School of Business
- ACBSP self-study review team will arrive on February 28, 2010. The team is comprised of a dean, chair, and associate professor. Each of the team members is from private, church-affiliated schools.

Tom Sutherlin, Director, Institutional Research and Assessment
- Retention Rate comparison of First-time, Full-time, bachelor degree seeking freshman attending fall semester and returning the next fall:
  - Fall 2007 – Fall 2008: 52%
  - Fall 2008 – Fall 2009: 60%
- Issues requiring attention on IDEA course evaluations:
  - Forms are machine processed. Items taped to forms will be removed prior to sending for processing. IRA will not attempt to organize and manage this type of document. It will be returned to the department for their disposition.
  - All ITV sections and all online sections will be processed through the IDEA Online service. Instructors are encouraged to promote the process with their classes to improve the return rate.
  - Chain of custody for Adult and Continuing Education (ACE) workshop reports.
    - Processed forms, instructor reports, and Group Summary reports are sent to ACE for their review first. [This requirement was imposed by an internal audit from the OU audit team.]
    - After the Coordinator for Continuing Education and the Associate Vice President for Adult and Continuing Education review the instructor’s report, they will be forwarded by ACE to the appropriate academic department chair.
  - The IRA office does have pdf copies of the instructor reports and Group Summary Reports. The file IDs are not user friendly so to find a specific
report, they must be viewed manually until located. If a department or instructor cannot locate their reports, please follow this sequence:

- Instructor emails department chair requesting additional copies with this information:
  - Instructors Name
  - Semester and academic year
  - Course section number (call number)
  - Course Prefix and Number
  - Course Title

- Department chair reviews request for approval forwarding it to the dean for approval.
- Dean reviews request for approval and forwards approved request to the director of IRA for processing.

(IRA wants to be helpful. During February, the IRA office receives a flurry of requests with short turn-around from instructors or chairs who cannot find their documentation. Hopefully, this procedure will help them and IRA.)
  - April 2, IRA will conduct training for the departments on the process and procedures.

Sherry Young, Director, Library Services
- In celebration of Black History Month, Cameron University welcomes noted author Hannibal Johnson on Friday, February 5 for a FREE presentation on understanding and appreciating diversity. The presentation begins at 2 p.m. in the CETES Conference Center, with a reception and book signing to follow.

Susan Camp, Director, CU-Duncan)
- Aggie Access demonstration scheduled for CU-Duncan on Wednesday, February 03, 2010

Debbie Goode, Director, Information Technology Services
- No report

Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
- Teacher Education Preview Night scheduled for today, February 2, 2010. The target audience will be freshman and sophomore elementary, middle, and secondary education students and undecided majors. Retention upon teacher education program admission is good. This is an attempt to develop relationships with students prior to program admission.

John McArthur, Vice President for Academic Affairs
- No report

5. Upcoming Meetings and Events
   a. Council of Deans – 3:00 p.m. on Tuesday, March 2, 2010
   b. Council of Chairs – 3:00 p.m. on Tuesday, February 9, 2010 in HH107 (Assessment meeting)
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents

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<th>Board Meeting Dates</th>
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<td>January 27-28, 2010</td>
<td>December 3</td>
<td>December 8</td>
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<td>March 24-25, 2010</td>
<td>February 9</td>
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ii. The Oklahoma State Regents for Higher Education
   1. Thursday, January 28, 2010, 9 a.m. (cancelled)
   2. Thursday, March 11, 2010, 1 p.m.
   3. Thursday, April 22, 2010, 9 a.m.
   4. Friday, May 28, 2010, 1 p.m.
   5. Thursday, June 24, 2010, 9 a.m.
   6. Thursday, September 9, 2010, 9 a.m.
   7. Thursday, October 21, 2010, 9 a.m.
   8. Thursday, December 2, 2010, 9 a.m.

d. Banner Dates
   i. Go Live Dates
      1. Human Resources January 2010 - done
      2. Finance January 2010 - done
      3. Advancement January 2010 - done
      4. Luminis (Aggie Access) February 8, 2010
      5. Financial Aid February - March 2010
      6. Student March 2010 (for Fall 2010)
      7. Accounts Receivable July 2010
   ii. Chair, faculty, and staff training continues – Fall 2009 through March 2010

e. HLC Self-study and site visit dates
   i. Self-Study draft completed – December 15, 2009
   ii. Dissemination of Self-Study and comment period – February-March, 2010
   iii. Campus contingent attends HLC Annual Meeting – April 2010
   iv. Self-Study Completed—May 1, 2010
   v. Site Visit – November 8 – 10, 2010
   f. DaVinci Fellows initial nominations due to VPAA – January 21, 2010
   g. DaVinci/Martin Scholars nominations due to VPAA – January 28, 2010
   h. CU Saturday – Preview Day – Saturday, March 6, 2010
   i. Senior Enrollment Day – Saturday, March 27, 2010
   j. Faculty and Staff Retirement and Awards Event – Monday, April 19, 2010
   k. Commencement and Graduate Hooding – Friday, May 7, 2010

6. New Business
   No new business was presented
   Meeting Adjourned at 4:15 p.m.