Council of Deans  
Unapproved Minutes  
October 15, 2001

Members:

Sullivan  
Buckley  
Burgess  
Dawe  
Goode  
Harrison  
Neale  
Soelle  
Young

Also Present:  
Linda Dzialo, VP for Student Affairs

1. Agenda Item 1 - OSHA Information Presentation by Harold Robinson

Robinson was not present.

2. Agenda Item 2 - Non-Credit Reporting Presentation by Debbie Goode

   a. Goode stated that we have been in non-compliance of non-credit activity reporting for some time. The Regents have sent President Davis a letter asking that the university participate this year. This report gives the Regents an idea of what the universities are doing and documents community involvement.

   b. Cameron has to start reporting to the Regents any extra-curricular activities that we do. Activities that anyone wants the Regents to know about should be reported. Goode distributed a booklet and a new form, N1, Non-Credit Activity, which is the format to be used in the reporting.

   c. On the second page of the booklet, Goode has listed some of the activities that she has thought of that should be reported. Other examples of events to be reported were mentioned, i.e., workshops on subjects such as quilting, photo album crafting, portfolio, Fine Arts events, Convocation, Business Forums, and other events that really are not considered academic but involve the public. Short discussion followed.

   d. Goode stated that she would be the coordinator. Reporting starts October 1 of this year and is due October 1, 2002. In August of 2002 Goode will send out a reminder to get the sheets together and send them to her. When an event is scheduled, just fill out a sheet, stick it in a drawer or a file and then submit them to Goode in August of 2002.
3. Agenda Item 3 - Assignment of Majors Presentation by Linda Dzialo

a. Sullivan stated that not too long ago in our around the table discussion at a Deans Council meeting, the process of how majors are assigned to the people who do not have a clear idea of what kind of major they want to declare was brought up. Sullivan has asked Dr. Dzialo to speak about how Admissions handles this process.

b. Dzialo stated that as she understands, the question is, why do we have so many majors in Criminal Justice? She distributed a document and stated that this document will show how we happen to have an over abundance of students that have that program listed as a major. For a student to be admitted to the university, they must meet certain performance criteria, certain ACT, GPA, be in a certain percentage of their class and there are certain courses they must have. Dzialo called attention to the last paragraph which says, "Students not meeting performance and/or curriculum requirements are not admissible to a four year or AA/AS degree program. Cameron, however, is one of four universities that has an AAS which means that we can admit the students and list them in that applied program and then once they have fulfilled their deficiencies or obtained 24 semester hours successfully, then they can move over to the program in which they are really interested. Dzialo switched to the very last page of the handout. If students do not meet the criteria for normal admission and they are going to go through one of the applied programs, they have a choice of one of the seven listed at the bottom of the page. Some of these are very specific - Early Childhood, MultiMedia Design, Computer Information Systems and when they are given a choice, an over-abundance of students choose Criminal Justice. The people who manage this have told Dzialo that the students are sent for advisement to the area they think they really want to be in and they follow the general education requirements and go ahead and follow that program until they have fulfilled their deficiencies. Also in the handout is a letter that the students receive upon admission to this special program. Lengthy discussion followed.

c. Dzialo stated that she wanted to talk just a minute about recruitment. Next week on Tuesday, Wednesday and Thursday, the local high school counselors (Eisenhower on Tuesday, MacArthur on Wednesday and Lawton High on Thursday) will be at Cameron. What Dzialo wants to do is to build a strong relationship between our recruiters and the counselors. We are bringing them in each day at 8:30 and they will be here a couple of hours. We will have some power point things to show them, have a brief brunch and then we are going to talk to them about the wonderful things that she has seen since she has been here at Cameron. Even though she has been in the community a long time there were things about Cameron that she had not seen or was not even aware of. These counselors need to know about these things so that they can be excited about our university when they are advising their students. We are going to take them on a tour similar to the one that is given to visiting business people. The philosophy is that everyone is involved in recruitment and we want everyone to adhere to that philosophy. We want to get our foot in the door of our local schools and get our fair share of the best and brightest students. There are lots of reasons for them to come here and we just need to market ourselves more effectively. She is in the process of developing some really professional literature. Short discussion followed.
4. Item 4 - Oklahoma State Department of Education Proposal to Require High School Students to complete 4 years of Mathematics

Sullivan distributed a letter he received at COl that has to do with an announcement by State Superintendent Garrett stating that in high school they are going to be requiring four years of mathematics. This sounds a lot like what the Governor had in mind to drive up the general intellectual level of high school students. Short discussion followed.

5. Agenda Item 5 - State Budget Cutbacks

Sullivan distributed an e-mail regarding possible cutbacks in our budget. This is from the State Regents but is an analysis from the Office of State Finance saying that right now we are below anticipated incomes for this year due to the fact that the price of natural gas and oil has gone down so not as many taxes have been collected. Actually they are 8% below where they anticipated being. It is not looking very good at this point. Informed the group not to anticipate a lot of growth in our budget this coming year.

6. Agenda Item 6 - Summer Budgets due Provost by November 15

a. Sullivan distributed a document, "Summer Budget 2001." He stated that this is not exactly the way he would like to have the summer budgets but it provides the data points that he needs to have. Out of all the ones that were turned in last year, this one seemed to make the most sense, however the Deans are welcome to turn in their summer budgets in any form they want to but be sure they have at least the data points that are included in this form. Sullivan would like to have the summer budgets in by November 15, if possible.

b. Sullivan anticipates the budget will be about the same level as it was last year in terms of what we will be able to spend. The President made a note in the Executive Council meeting this morning that he would like to be sure that we are getting the maximum productivity that we possibly can. Sullivan stated that Cameron is the second highest costed summer school in the state, including OU and OSU. The reason for that is instead of setting the standard of 8 hours for full time employment in the summer, we use 7. That is an issue that probably will not change this summer but it may be something we look at over the next year or so.

c. Sullivan stated that deans are to include the cost for online delivery but do not include the cost for online development. At this time it has not been decided exactly what is going to be developed. He does not anticipate more than 9 or 10 courses being developed this summer. This is something we will have to decide fairly quickly. Sullivan asked Burgess to include a cost estimate for the summer in Europe separately and not as part of the school's summer budget.

7. Agenda Item 7 - Online Student Profile
Sullivan distributed a document, "Online Student Profile." This is a proposal that Karen Hardin has given to Sullivan. This is information that she would like to be given to all advisors in all the schools across the campus. It will help them read a little bit and get more informed to talk to students considering online courses. Sullivan asked the deans to get this information out to the department chairs and then down to the advisors. We are also going to put on the web, this same type of information so that the students can have access to it.

8. Sullivan stated that a discussion was held at the Executive Council this morning regarding tuition and fee waivers. Sullivan understands that on the academic side, the money is allocated to the schools and they allocate to the departments. After a discussion of how waivers are awarded, process of screening applicants, whether majority of waivers are given for recruitment or retention, Sullivan stated that he will be sending out a memo or an e-mail to the deans asking for a recruiting and retention plan on how deans would like to spend the money currently allocated and what other monies they would like to have to implement the plan. Question was asked if this should address other than scholarship monies, i.e., materials, travel, etc. Sullivan replied yes, that is part of the total package. The focus at the Executive Council was - do we need to spend more money on recruitment and retention if we have it and how do we want to spend the money we have. We are wanting to release that money immediately and tell the deans what the allocations are very quickly. Discussion followed.


10. Sullivan stated that a discussion was held at a previous Deans Council meeting regarding posting of signs at copiers warning students about copyright materials. Sullivan asked if signs had been posted. Burgess mentioned that signs are posted in her school and Sullivan asked her to furnish copies of the signs to the other deans. Sullivan feels this is something we need to be attentive to.

11. Sullivan stated that Goode has told him she will be able to do the H.323 so we can deliver to Enid. Goode mentioned that we can use Western or Regents’ OneNet and probably OneNet will be our best option because Western doesn’t have anyone on call on the weekends. Short discussion followed.

12. Sullivan mentioned to Neale that they needed to talk about the TEACH agreement after the meeting.

13. Sullivan stated that at the next Deans Council meeting on October 11, he would like to talk about the student technology fees. Those monies are being used up at a fairly fast rate and he wants to understand the bids he has on the table and perhaps more importantly, the bids that he does not have on the table. He will get some information out this week so that deans will have the same view he has on what we are getting ready to spend the money on.

14. Sullivan informed the group that a recommendation is going to be made to the Board of Regents that we increase our tuition by 7% for in-state and 9% for out-of-state; we are going from
$5.00 to $7.00 for technology fee; we are going from $2.00 to $4.00 for the Library fee, which will pay for our new Library management information system; we are going to $3.00 per credit hour for Biology lab fees. Discussion followed.

COMMENTS

Goode - Goode stated that with regard to copyright, OneNet contacted her last Thursday and said we were in violation of copyright. She found one lab computer over in Nance Boyer where someone had downloaded Aimster and in turn downloaded the MP3 file. The net PD is out on the Internet, on behalf of Sony Corporation, looking for violations and they contacted OneNet. We got hold of the lab supervisor, she took care of it and we reported back to OneNet and told them what we had done. This is a lab that is supervised but they do not keep track of who comes and who uses which computer. The student couldn’t be identified but OneNet, upon directions from net PD, really wanted us to find out who the student was and have then counseled by someone. We were not able to comply with that request, we just removed the MP3 file. Short discussion followed.

Buckley - No comments.

Dawe - No comments.

Soelle - No comments.

Neale - Stated that on Friday, Dr. Fuson, Neale and three students went to Oklahoma City and provided their services to act as guinea pigs for BOE training for NCATE members for institutions across the State of Oklahoma and they used all of Cameron’s documentation and materials.

Harrison - Harrison stated that two of the paper chase workshops have been held and Physical Science, Technology Department and the Library turned out in full force; nobody else showed up. Harrison would like to ask the deans again to encourage their clerical staff and anyone else to attend these workshops. They are really very good.

Young - No comments.

Burgess - No comments.

Sullivan expressed his appreciation to the deans for coming to the Alumni events on Saturday and also for the number of faculty that were there.

Adjourned 12:12 p.m.