Council of Deans  
Unapproved Minutes  
June 17, 2002

Members:

Sullivan  
Buckley  
Burgess (Absent)  
Dawe  
Goode  
Harrison  
Neale  
Soelle  
Young

Also Present:

Dr. Linda Dzialo  
Mr. Tony Pokorny

1. Agenda Item 1 - Hard Hold on Orientation

   a. Sullivan asked Harrison to address this issue.

   b. Harrison stated that he runs across this issue on a regular basis when dealing with nursing and interdisciplinary studies students who are the primary students that come through his office. The other students around campus he does not see much. Harrison stated that he remembers a specific transfer student who arrived from Southwestern at the end of the Fall semester and wanted to enroll for the Spring. She was assigned an orientation date in April and given an orientation waiver. She did enroll and in April she missed the assigned orientation. She missed it because she is a home health care worker and works on a short notice and they called her in and she went to work. Another student was also a transfer student from Southwestern. She also missed that orientation because she had medical problems and was in the hospital and also had to drop a class. These two students show up in May to enroll for the summer and they are on a hard hold and can’t enroll because they don’t have this orientation. The next orientation is on July 26 which means they cannot go to summer school. Further details about these two students were presented by Harrison. These are two examples where the hold on enrollment due to failure to attend an orientation has created a hardship for the students. Harrison feels that we should take the point of view that we should highly recommend orientation, do everything to make people go, but not restrict enrollment on the basis of failure to attend. He feels enrollment is more important than orientation and we should enroll students when they present themselves to enroll. He feels that is relevant with a population that is 31 years old. In addition there is more than one orientation format - there is a 45 minute format at Fort Sill and an 8 hour format on campus. Also there is the issue to consider of what do we do with regard to orientation for online students and blended students who are online and on campus. Where is the line that decides whether the student gets to do the online or on-
campus orientation. Harrison distributed a draft of an Orientation Waiver Form. This is a waiver that a student could sign. In signing this form they recognize and acknowledge that they have missed opportunities for services the university offers. This waiver form also specifically outlines deadlines that the student has to sign as having read. He believes this would be a solution to the problem. This is the hard hold orientation issue from his point of view. He does not know how many of these type students there are. He has seen three of them this spring. He believes we should ease up on the policy.

c. Dziulo stated that she did not know this was going to be discussed this morning or she would have brought some numbers and information. Of the situations just discussed she is familiar with one of them that Harrison brought to her and she was able to work something out so that the student did an alternate path and got enrolled. It seems to her that some years ago the university must have decided that orientation was critical or a hold wouldn’t have been placed. If we make it optional, the number of students attending would be drastically reduced. Her first question is, do we think it is something that should be mandatory and if it is we should hold to it. Lengthy discussion followed.

d. Sullivan stated that we should be developing an online orientation for our online students and for the few exceptions of students not being able to attend, the online orientation may be a way to get everybody involved. He asked the deans to survey their advisors and find out the magnitude of the problem. This issue will be discussed again later on at future meeting of the Council of Deans.

2. Agenda Item 2 - Crisis Management Workshop (HANDOUT)

Sullivan distributed a document on the Crisis Management Workshop that will be held on July 26 at Oklahoma City Community College. Although this is sponsored by the Council on Student Affairs, everyone on campus is involved in this. Sullivan encouraged everyone at the meeting to attend. The registration fee is $50.00. If anyone here is strapped on money, he has a little bit of money in what is called the Leadership Development fund that could be used for this purpose. Short discussion followed.

3. Agenda Item 3 - Review of Annual Evaluation Process

Sullivan stated that at the last COI and Council of Regional VP’s for Academic Affairs, the faculty evaluation process was discussed. Our evaluation process will be a topic of discussion at the upcoming deans retreat. Sullivan asked the deans to review their annual evaluation process prior to the meeting. Young asked if everyone is supposed to prepare a written summary of their evaluation process. Sullivan stated that at this moment he would just like for the deans to evaluate their own process to see if it is consistent with what the handbook says. It does not necessarily have to be in written form. For example, if you, as a dean, were going to trial today on this and had to explain to the jury what your oversight responsibilities are, is your process adequate in every case. Short discussion followed.
4. Agenda Item 4 - Use of Planning Documents

Sullivan stated that this item has to do with use of planning documents that we have. In reviewing the NCA response, getting ready to put in some changes to do online courses and to do the MBA, one of the things they pointed out was that we don’t seem to have a good planning process. We actually have a lot of plans around here. They get put together but apparently they are never shown or talked about to anyone. We talk about the Academic Plan a lot but there are probably some other plans that we could distribute and talk about more. Discussion followed. Sullivan stated this will also be discussed at the retreat. Sullivan would like to know what planning documents we have and how we are using or not using them.

5. Agenda Item 5 - Chairs Workshop

Chairs workshop is scheduled August 12 and 14 with the 13th being a break day. Sullivan stated that he understood Soelle had a couple of chairs express some concern about those not being good dates. Soelle stated the workshop is during prep week and there are a lot of meetings and other things going on in the departments. She told those chairs to contact Sullivan directly if they perceive these are bad dates and suggest alternate dates. Sullivan stated that he had cleared those dates with the chairs group. The reason he is having it on the 12th is because the speaker on scholarship will be on campus. If there is some chair that can’t make it we can do it one on one with them or whatever. The 12th will be an all day session (8:30 - 4:30) with a pool party at Sullivan’s house at 6:30 and the 14th will be 8:30 to 2:30.

6. Agenda Item 6 - Update of Classroom Inventory

Sullivan stated that his last item in an update of classroom inventory. It has been about 4-5 years since an inventory has been conducted. Documents of the last inventory were distributed to each dean. Deans were asked to have someone survey their designated classrooms. Update the present capacity, the maximum capacity and the furnishings and equipment the rooms contain. When someone calls Yvonne and wants to use a classroom, this inventory helps to determine what equipment is in the room and the number of students the room can accommodate. Return it to Yvonne by end of summer.

COMMENTS

Soelle - No comments.

Young - No comments.

Neale - Wanted to thank Sullivan for the allocation of faculty development funds to the schools. This will now give them an opportunity to bring in a bonafide trainer for their faculty. This came at an excellent time.
Sullivan stated that he wanted to speak just a moment about "leadership development" which pertains to people around the table. He has a fund that was started quite a few years ago and from time to time somebody will walk in the door and want to give the university some money but they don’t really care where it goes. Generally that money has gone to our leadership development fund. One of the things he would suggest the deans attend this year is a fund raising for deans seminar that is put on by CASE (Council for Advancement of Post-Secondary Education). These are professional development people. If there are other things that anyone here at this table would like to attend, visit with Sullivan about it. Question was asked if that money can be used for chairs. Sullivan stated that he would like this year to keep it at the deans level but if a dean has a chair that is leading a specific effort for the dean or the university then Sullivan would entertain such a request. Sullivan asked Pokorny to keep him posted on the CASE seminar. Short discussion followed.

Dawe - No comments.

Buckley - No comments.

Goode - No comments.

Harrison - No comments.

Burgess - Absent

Adjourned 11:43 a.m.