Approval of Council of Deans Minutes – February 5, 2014 Meeting (pages 1-4)

Discussion Items:

1. Degree Works Update—Linda Phillips
2. Early Alert Data usage and discussion of how the Business office uses the data (page 5)
3. Evaluation of Deans and Department Chairs (Handouts)
4. Teaching and Learning Update—Dr. Kingsley
5. Spring break coverage
6. Wingspan and staff evaluations
7. Discussion of Homecoming Events
8. Discussion of Preview Days/School Showcases
9. Request for initiatives – due March 24th (pages 6-9)

Highlights:

1. Cameron University’s Speech and Debate team claimed victory at the recent Oklahoma Intercollegiate Forensic Association’s state tournament. Cameron’s team emerged as the tournament champion in Overall Sweepstakes and won the state championship in both the Debate Sweepstakes and the Combined (Debate and Individual Event) Sweepstakes. They defeated opponents from 17 schools.

2. Dean Conley was elected to a position in the national organization, Council on Undergraduate Research (CUR) and will serve a three year term starting July 1, 2014.

Reminders:

1. Please remind Chairs and faculty about the fantastic Merlot materials available and ask that they also distribute the word to students. Membership in Merlot is free.

2. Cameron University Library and Lawton Area Reading Council are sponsoring storytelling sessions for elementary school children. Complete information is at http://www.cameron.edu/media-releases2014/David-Titust

Important Dates:

- Council of Chairs – 2:00 p.m. on Tuesday, March 25, 2014
- Council of Deans – 2:00 p.m. on Wednesday, April 2, 2014
- Regents Meeting Dates (for curriculum proposal purposes)
  - The Oklahoma State Regents for Higher Education
    - March 6, 2014
- April 24, 2014
- May 30, 2014
- June 26, 2014
- September 3-4, 2014
- October 22-23, 2014
- November 6, 2014
- December 3-4, 2014

- March 5, 2014 – Budget Request Summaries due to the Business Office
- March 5, 2014 – 1st 8 week classes end
- March 7, 2014 – 2014 Oklahoma Research Day
- March 7, 2014 – Final grades posted by 4:00 p.m. for 1st 8 week classes
- March 7, 2014 – 2nd 8 week classes begin
- March 7, 2014 – Mid-term grades for 16 week classes posted by 4 p.m.
- March 7 and March 8, 2014 at 7:30 p.m. – Opera workshop entitled “Opera Goes to the Movies” at McCutcheon Recital Hall.
- March 11, 2014 at 7:00 p.m. – Public Awareness Seminar on Human Trafficking sponsored by the Oklahoma Bureau of Narcotics, Cameron University and SWAHEC, and the Comanche County Multidisciplinary Team.
- March 14, 2014 – All adjuncts teaching 2nd 8 weeks (S8 position suffix) and all full-time faculty should be locked by the appropriate Dean/Supervisor and all 2nd 8 week payroll action forms submitted to the Human Resources Department by 5:00 p.m.
- March 14, 2014 – Service Learning Conference in Oklahoma City
- March 15, 2014 – Department chairs schedule a conference with each faculty member to discuss the chair’s appraisal of the faculty member’s performance for that evaluation cycle. Department chair and faculty member sign Appraisal. Chair sends a copy of the Appraisal completed by the faculty member and chair along with the Annual Plan and other documentation (if any) to the Dean.
- March 17-23, 2014 – Spring Break
- March 24, 2014 – Final Reminder for students to complete National Survey of Student Engagement (NSSE). Students who complete survey by April 4 will be entered into a drawing to win one of two iPad Minis.
- March 24, 2014 – Request for Initiatives due
- March 25, 2014 – Enrollment begins
- March 31, 2014 – Commencement and Graduation Fair
- March 31, 2014 – Dean evaluations due to VPAA; Chair evaluations due to Deans
- April 1, 2014 – Wingspan go-live
- April 1, 2014 – Deadline to apply for graduation
- April 8, 2014 – Annual Service Awards Banquet
- April 9, 2014 – Last date to withdraw with an Automatic "W" for 16 week classes
- April 10-11, 2014 – 2014 Scholars Summit at Cameron University in the CETES Conference Center
- April 11, 2014 – Annual CU Interscholastic Contest
- April 11, 2014 – Mid-term grades for 2nd 8 week classes posted by 4:00 p.m.
- April 15, 2014 – Dean returns a copy of brief comments about the completed Annual Academic Performance Review to department chair and each faculty member.
- April 21, 2014 – Deadline to apply for British Studies Program
- April 23, 2014 – Last date to withdraw from a class (with signature) for 16 week classes
- April 23, 2014 – Last date to withdraw with an Automatic “W” for 2nd 8 week classes
- April 30, 2014 – Last date to withdraw from a class with signature for 2nd 8 week classes
- May 2-9, 2014 – Final Exams
- May 9, 2014 – Commencement
- May 13, 2014 – Final Grades posted by 4:00 p.m.
- May 14, 2014 – Performance appraisals due