Council of Deans – Minutes

Date: Tuesday, March 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
Sylvia Burgess, Associate Vice President for Academic Affairs
John McArthur, Vice President for Academic Affairs

Members absent:
None

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

Agenda and Notes

1. Approval of Minutes – February 2, 2010 Meeting

   Approved

2. Announcements and Information Items

   a. Computer Replacement Procedure (Handout - Revised) - Approved

   b. The Institutional Assessment Committee is sponsoring a Faculty Development Workshop on Thursday, March 4th and Friday, March 5th. The primary focus of the workshop, conducted by Dr. Jessica Herrick, assessment coordinator for Mesa State College, is to provide faculty with a hands-on opportunity to evaluate their program’s locally developed tests and rubrics in regard to expectations for reliability and validity. Departments interested in creating locally developed tests should also attend. In addition, cognitive mapping will be addressed as an extremely useful approach for correlating course objectives/outcomes with expected program outcomes for student learning.

   c. On the March 2010 OU Regents Agenda, we will present a request to modify the Faculty Handbook. The modification removes the restrictions on summer school employment both in terms of activities and compensation.
d. UCO will limit printers on campus with estimated savings of $478,000 per year. This will include leasing more energy-efficient equipment and eliminating printers in individual offices.

e. Banner concerns should be forwarded to AVP Aubree Helvey. A dean level training session is forthcoming. Departmental overrides will be discussed. New or changed features in the enrollment portion of Aggie Access include:
   i. Prerequisites will be enforced in accordance with the catalog (this includes instructor and department permissions)
   ii. If a course requires instructor permission, the course instructor is the only one who can override that restriction. The override is by student, not course. The advisor will need to call or email the instructor to request the override.
   iii. If a course requires departmental permission, the chair and dean have the authority to override the registration restriction. The override is performed by student, not by course. Instructors and secretaries do not have access to complete this override.
   iv. Banner does not provide the pop-up boxes that we are currently accustomed to.
      1. Financial Aid warning, at time of drop or withdrawal. We are suggesting that advisors ask a student, prior to dropping or withdrawing the student, if they are on financial aid and if so, advising the student that a drop or withdrawal could result in financial liability to the university or could cause them to lose financial aid. If the student wants more detail, the advisor can refer to the financial aid office.
      2. International Student – no pop-up to advise that the student is an international student and needs to be enrolled full-time. The system will prevent them being dropped below full-time status.
      3. Athletes - no pop-up to advise that the student is an athlete and needs to be enrolled full-time and enrolled by the Faculty Athletic Representative, Dr. Keith Vitense. The system will prevent them from being dropped below full-time status.
      4. Pre-nursing students - no pop-up to advise that the student is a pre-nursing major and needs to be enrolled by Adult and Continuing Education.
      5. There will not be an Active Duty Military pop-up box.

3. Discussion Items

   a. Computer Laboratories (Electronic Handout)
      i. Overview of existing laboratories and usage requested
      ii. Reductions and additions – requests for additions of Computing and Technology and Physics labs
      iii. Responsibility for service and replacement costs
b. Technology enabled “Smart” Classrooms (Electronic Handout)
   i. Overview of existing classrooms
   ii. Reductions and additions
   iii. Responsibility for service and replacement costs

c. FACT BOOK
   i. Review of contents - Tom Sutherlin distributed information to stakeholders
   ii. What additional information would make this a more valuable resource for you?

4. Around the Table (Did not perform this task)

5. Upcoming Meetings and Events
   a. Council of Deans – 3:00 p.m. on Tuesday, April 6, 2010
   b. Council of Chairs – 3:00 p.m. on Tuesday, March 9, 2010 in HH107
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents
         | Board Meeting Dates | Topics Due | Agenda Items Due | Location |
         | March 24-25, 2010   | February 9 | February 16      | Norman  |
         | May 13-14, 2010     | March 29   | April 5          | Norman  |
         | June 21-23, 2010    | April 30   | May 7            | Norman  |
         | September 13-14, 2010| July 27    | August 3         | Tulsa/Claremere |
         | October 27-28, 2010 | September 13| September 20    | Lawton  |
         | Nov. 30-Dec. 1, 2010| October 12 | October 19       | Norman  |

      ii. The Oklahoma State Regents for Higher Education
          1. Thursday, March 11, 2010, 1 p.m.
          2. Thursday, April 22, 2010, 9 a.m.
          3. Friday, May 28, 2010, 1 p.m.
          4. Thursday, June 24, 2010, 9 a.m.
          5. Thursday, September 9, 2010, 9 a.m.
          6. Thursday, October 21, 2010, 9 a.m.
          7. 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. Faculty Development Assessment Workshops – March 4 and 5, 2010
g. CU Saturday – Preview Day – Saturday, March 6, 2010
h. General Education PQIR – Thursday, March 11, 2010 3:30 p.m.
i. Senior Enrollment Day – Saturday, March 27, 2010
j. HLC Annual Meeting – April 9 – 13, 2010
k. Faculty and Staff Retirement and Awards Event – Monday, April 19, 2010
l. Commencement and Graduate Hooding – Friday, May 7, 2010

6. New Business
   No new business was presented
   Meeting adjourned at 4:00 p.m.