Council of Deans

Unapproved Minutes

July 15, 2002

Members:

Sullivan
Buckley
Burgess
Dawe
Goode
Harrison
Neale
Soelle
Young

Also Present:

Tony Pokorny
Sue Ellen Wilson
Tink Glenn
Jeff Hagy

1. Agenda Item 1 - Presentation - Workshop, "Navigating the Highways of Cameron University by Sue Ellen Wilson"

Wilson stated that for some years now Tink Glenn has been doing a series of workshops called "The Paper Chase." She has redesigned the format and incorporated some new ideas that they hope will help existing and new people at Cameron. She distributed a schedule for the workshops titled "The Road to Excellence - Navigating the Highways of Cameron University." This year the sessions will be more like a job fair with tables, people from different areas sitting at the different tables with handouts, and the individuals that attend will be able to go around and ask people questions about how to do things. These workshops are a good place to learn what the procedures are and the paper work needed for getting things done here at Cameron. Wilson gave an overview of the format and content of the workshops and other general information that has been incorporated into the workshops. She asked that everyone here support these sessions by permitting employees (both those who have been at Cameron for a while and those
that are new; also deans, chairs, etc.) to attend the workshops that are coming up. Procedures for doing things change and this will be helpful to almost everybody. Further detailed presentation was made by Wilson regarding a new brochure they are developing that will contain information to help people know who to go to for different actions. This brochure will be handed out at the workshops and to the new people that come in and eventually will be put on the web. Wilson welcomes input from those on the Council of Deans. Short discussion followed,

2. Agenda Item 2 - Alumni Reunion - October 4, 2002

a. Sullivan mentioned that the Alumni Reunion is Saturday, October 5.

b. October 5 is the day that the older alumni come to campus. What we don't have is something that would appeal to the younger people. Some time back, Sullivan and Pokorny talked about what could be done for this age group. What he would like to do is, perhaps in the afternoon of October 4, come up with some interesting workshops or presentations that would attract younger people. For example, one of the things he is thinking about doing is maybe a two hour workshop on investments. Another might be a one or two hour workshop on something in computer science. If anyone here has something they think would be worthwhile, give Sullivan an e-mail with a copy to Pokorny. They are at the point of trying to come up with a new game plan for bringing a younger crowd onto campus. Having something else on Saturday morning would not be a good idea because it would interfere with the activities that are already going on that morning.

c. Burgess suggested that an outdoor picnic and perhaps a jazz concert be held on Friday evening. Sullivan stated that we might plan on having some things in the afternoon on Friday and follow that with a picnic or cookout in the evening. Sullivan welcomes any other thoughts.

3. Agenda Item 3 - Review Certification of Online Courses - Follow Up

Sullivan stated that back in June he had given the deans a draft of a memo regarding review and certification of online courses. Asked if anyone had any issues with that, Soelle mentioned that this was discussed at the online meeting the other day and that a September 1 date was established to have the committees up and running. No one had any issues with it so Sullivan will go ahead and send the memo out.

4. Agenda Item 4 - Tour of Academic Facilities by Dr. Ross, Tuesday, July 16, 2002

Sullivan stated that Dr. Ross would like to go through and tour the academic areas tomorrow (Tuesday, Sep 16). Sullivan has asked Harold Robinson talk to the council about it. Robinson distributed a proposed itinerary and approximate times to arrive at each facility were established.

COMMENTS

D. Goode - No comments.

Buckley - No comments.

http://www.cameron.edu/uploads/03/6f/036fbc5e1d6a4da48d10131b51ab67392/min071502.html 10/27/2010
Harrison - No comments.

Dawe - No comments.

Pokorny - No comments.

Young - Thanked Goode for offering to do the upgrades to a few of the computers in the Library. That has helped a lot and they won't have to buy new computers. It is working out well and she appreciates it.

Neale - No comments.

Soelle - Presented an issue regarding maintenance requests sent to Physical Facilities. She stated that in her school, she has individuals, sometimes secretaries or chairs, who send in maintenance request forms without coming through her office for approval. She would like to know if the other deans feel that all the requests from people in their schools need to come through the dean's office so that the deans can prioritize the requests that we are making. She would like to request that the signature line on the form be changed so that the deans have to approve each request. Lengthy discussion followed. Sullivan stated that what he will do is send a memo to Harold Robinson and ask him to change the process so that no work orders will be accepted from the chairs until the deans have signed off on them. He will also ask him to set up a quarterly review with the dean of the work requests for their schools that have not been done. He will also ask him who is responsible for sending in requests for work that needs to be done in classrooms shared by several departments.

Burgess - No comments.

Adjourned 11:51 a.m.