Council of Deans - Minutes

Date: Wednesday, June 13, 2014
Location: Administration Board Room

Time: 12:30 p.m.

Members and Staff Representatives present:
Ronna Vanderslice, Vice President for Academic Affairs
Sylvia Burgess, Associate Vice President for Academic Affairs
John Camey, Dean, School of Business
Howard Kuchta, Interim Dean, School of Education and Behavioral Sciences
Von Underwood, Dean, School of Liberal Arts
Terry Conley, Dean, School of Science and Technology
Debbie Goode, Director, Information Technology Services
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Sherry Young, Director, Library Services
Linda Phillips, Registrar
Mandy Husak, Academic Affairs Coordinator
Vinetta Stanton, Educational Project Specialist

Members and Staff Representatives absent:
Marge Kingsley, Assistant Vice President for Academic Affairs
Susan Camp, Director, CU-Duncan

Agenda and Notes

△ Approval of Council of Deans Minutes – May 7, 2014 Meeting (Handout) – Approved.

△ Discussion Items:

1. Enrollment Update for Summer and Fall—Dr. Oty provided and explained data concerning summer and fall enrollment. Summer enrollment is down in some areas. Fall enrollment is also down compared to this time last year. Discussion ensued.

   VPAA Vanderslice encouraged the Deans to look at enrollment in their schools and make some plans for next year.

2. Early Alert Usage to date for Summer—Early Alert usage is also down. The VPAA asked the Deans to remind their faculty to continue using Early Alert.

3. Remaining Seat Information—Dr. Oty provided and explained remaining seat information. Discussion ensued.

4. Monitoring grade submission—Linda Phillips explained that a new system will be implemented in AggieAccess to check which grades have not been entered. Linda will send an instruction sheet in the next couple of weeks. Deans can assign someone to monitor grade submission in the system. This new system may be implemented as early as the end of July.
5. Persistence Rates for Departments—Dr. Oty regularly provides these lists to the Deans. VPAA Vanderslice asked what would be something beneficial that could be done with the lists. Dean Underwood stated that some chairs have expressed that it is more useful to get the names since they will recognize the students, rather than just getting the numbers.

6. Course Equivalency Project Meetings—The Deans were provided with handouts requesting faculty nominees to attend the CEP meetings in September. The deadline for submitting names to Mandy is July 1, 2014.

7. Legislation—VPAA Vanderslice discussed SB 1829 and SB 1830 and the possible implications for the university. Discussion ensued.

8. Complaint Policy—A federal policy that requires universities to have a method of tracking complaints. Cameron needs to come up with a university-wide complaint tracking process which will show the student complaints received, what action was taken and whether it was done in a timely manner. The plan is to have something in place for the fall semester.

9. United Way Campaign Co-coordinator—Leslie Cothren will serve as one of the coordinators for the United Way Campaign. The VPAA requested another person to serve as co-coordinator.

10. Chair Retreat Topics—VPAA Vanderslice asked for possible topics to be discussed at the Chair Retreat in July. Suggestions were:

- Budget
- Resources for students with D, F, or W grades
- Persistence Rates and Goal Setting
- Marketing
- Policy with catering for events
- Students with AW grades and financial implications
- Deadline for Administrative Withdrawal
- Online Course Development
- Advisor Training for Faculty who Advise Students

Reminders:

1. Policy Manual for Minors on Campus is available on AggieAccess. Please ask departments that are holding camps or other activities for minors to review it well in advance and use it as a checklist to prepare for their activities.

2. Please submit the dates of your school and departmental meetings to my office when they are determined.

3. Please begin submitting your weekly updates again to Brandy by Thursday at noon each week.
Important Dates:

- Council of Chairs – June 20, 2014 at 2:00 p.m.
- Council of Deans – July 7, 2014 at 2:00 p.m.
- Chair Retreat – July 8, 2014 from 9:00 a.m. - 4:00 p.m.

- Regents Meeting Dates (for curriculum proposal purposes)
  - The Oklahoma State Regents for Higher Education
    - June 26, 2014
    - September 3-4, 2014
    - October 22-23, 2014
    - November 6, 2014
    - December 3-4, 2014

- June 18, 2014 – Last date to withdraw with an Automatic “W” (1st 4 week classes)
- June 20, 2014 – Last date to withdraw from a class with signature (1st 4 week classes)
- June 25, 2014 – 1st 4 week classes end
- June 26, 2014 – 2nd 4 week classes begin
- June 27, 2014 – Final grades posted to AggieAccess by 4:00 p.m. (1st 4 week classes)
- June 27, 2014 – Mid-term grades posted by 4:00 p.m. (8 week classes)
- June 27, 2014 – Deadline to apply for graduation to ensure name will appear in Commencement program
- July 1, 2014 – Last date to drop without entry on transcript (2nd 4 week classes)
- July 1, 2014 – Last date to drop with a refund (2nd 4 week classes)
- July 1, 2014 – Last date to enroll or add a class (2nd 4 week classes)
- July 1, 2014 – Deadline for submitting faculty to attend CEP meeting
- July 8, 2014 – Chair Retreat at Dr. Burgess’ ranch from 9:00 a.m. – 4:00 p.m.
- July 10, 2014 – Policy Workshop
- July 10, 2014 – Last date to withdraw with an Automatic “W” (8 week classes)
- July 17, 2014 – Last date to withdraw from a class with signature (8 week classes)
- July 17, 2014 – Last date to withdraw with an Automatic “W” (2nd 4 week classes)
- July 21, 2014 – Last date to withdraw from a class with signature (2nd 4 week classes)
- July 24, 2014 – Summer session ends
- July 25, 2014 – Intersession begins
- July 28, 2014 – Final grades posted to AggieAccess by 4:00 p.m.
- July 29, 2014 – Faculty Offices close at 5:00 p.m.
- August 4-5, 2014 – New Faculty Orientation
- August 6, 2014 – General Faculty and Staff Meeting
- August 6, 2014 – Faculty offices open
- August 11, 2014 – Adjunct Faculty Workshop, 6:00-8:30 p.m.
- August 12, 2014 – Adjunct Faculty Workshop, 6:00-8:30 p.m.
- August 12, 2014 – Intersession ends
- August 13, 2014 – Fall classes begin
- September 25, 2014 – Course Equivalency Project meeting