Council of Deans – Minutes

Date: Tuesday, May 3, 2011            Time: 3:00 p.m.
Location: Administration 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
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Linda Phillips, Registrar
Sylvia Burgess, Associate Vice President for Academic Affairs
John McArthur, Vice President for Academic Affairs

Members absent:
Sherry Young, Director, Library Services

Guests:
Barbara Pickthorn, Library Services representing Director Young

Agenda and Notes

1. Approval of Council of Deans Minutes – April 5, 2011 Meeting - Approved

2. Announcements and Information Items
   a. Catalog Update – VPAA McArthur presented a status update of the 2011-2013 Undergraduate Catalog. More specific language directing people to the official online catalog will be provided. Specific mention was made for the need for faculty members to include course descriptions, corequisites, prerequisites, textbooks with ISBN, and grading standards on all syllabi particularly for courses modified since the last printing of the catalog.

   b. Legislative Update – VPAA McArthur presented updates on legislation related to the Ardmore Higher Education Center, guns, changes to OTRS, and non-resident students.

   c. Enrollment update
      i. Summer enrollment appears flat and fall enrollment is running slightly ahead
      ii. S6L forms were distributed to each Dean for review with a due date of May 11, 2011 to Karla Oty. The updated forms will be used for budget
assignments and as a key tool for staffing allocations. The modified process will likely continue through the next academic year.

d. Retention and Graduation Rate update – funded items will be included with departmental budgets but separate notifications will be provided to the deans so they may be aware of any accountability or data requirements as a result of funding

e. HLC Accreditation Update – Proposed revised criteria and evaluation cycles (Handouts)

f. Commencement and Hooding Update – Walkthrough on Wednesday, May 4, 2011 at 4:00 p.m. starting in the University Theatre

g. Summer pay for supplemental summer funding requests will be based on enrollment at 1:00 p.m. on May 5, 2011

h. Classroom Inventory (Handout with Summary) – An electronic version of the classroom inventory will be provided to all Council of Deans members, Roger Long (for Banner room scheduler consideration), and Jenn Abel (for reservation system) after additional input about Duncan rooms from Susan Camp.

i. Around the Table for Announcements

   i. Ronna Vanderslice, Dean, School of Education and Behavioral Sciences – announced an upcoming meeting with Rogers State University faculty and staff to discuss expanding our partnership in Elementary Education to Secondary Education in the areas of English and Social Studies.

   ii. Debbie Goode, Director, ITS – reminded the group of a scheduled ONENET outage on May 11, 2011 from 7:00 to 8:00 p.m.

   iii. Karla Oty, Director, Institutional Research, Assessment, and Accountability provided a WeaveOnline update on the status of data entry by the academic units

   iv. Buddy Odom, Dean, School of Business updated the group on the status of interviews for open positions in the School of Business with two faculty acceptances in Finance and Management

   v. Linda Phillips, Registrar – encouraged the timely entry of grades and noted the deadline of 4:00 p.m. on Tuesday, May 10, 2011.

   vi. Barbara Pickthorn, Library Services

     1. Reported a full library with studying students

     2. Closing hours are under review due to increase student demand and due to later final exams

     3. A student request to reinstate “dead week” was brought to the table. Dean Vanderslice offered that her School student advisory body also supported dead days or at least class days for which no exams were given.
4. Additional study space has been created from unused carels.
5. The 4 Kindle readers preloaded with over 100 items have been checked out on a steady basis.
6. Update on the Textbook Reserve program
   vii. Sylvia Burgess, Associate Vice President for Academic Affairs updated the group on academic integrity lapses in the online environment with steps taken to counteract such actions.
   viii. John McArthur, VPAA:
       1. Faculty Senate update on their discussion of Academic Integrity issues and the work by Vice President Holland to describe the disciplinary process in Student Services
       2. A Social Media working group has been formed to plan in service, brown bags, or seminars to develop faculty, staff, and student awareness of the pros and cons of social media in advance of the development of any university policy on this topic
       3. Internship update of recent meetings with city directors and an attempt to create central points of contact (Burgess, Jacob Johnson, and Arun Tilak) for outside companies in order to better facilitate internship identification and placement

3. Upcoming Meetings and Events
   a. Council of Chairs – 3:30 p.m. on Tuesday, May 10, 2011
   b. Council of Deans – 3:00 p.m. on Tuesday, June 7, 2011
   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 |
         | May 12-13, 2011     | March 30   | April 6          | Norman   |
         | June 20-22, 2011    | May 6      |                 | Ardmore  |
         | September 19-20, 2011|           |                 | Tulsa/Claremore |
         | October 26-27, 2011 |           |                 | Lawton |
         | Nov. 30-Dec. 1, 2011|           |                 | Norman |
      ii. The Oklahoma State Regents for Higher Education
         1. Thursday, May 27, 2011, 9 a.m.
         2. Thursday, June 23, 2011, 9 a.m.
         3. Thursday, September 8, 2011, 9 a.m.
         4. Thursday, October 20, 2011, 9 a.m.
         5. Thursday, December 1, 2011, 9 a.m.
         d. Commencement and Graduate Hooding – May 6, 2011
         e. Academic Plan input due to VPAA – June 1, 2011
         f. OSRHE Academic Policy Workshop – July 14, 2011
         g. New Faculty Orientation – August 10 – 11, 2011
         h. Fall General Faculty and Staff Meeting – 10:30 a.m., Monday, August 15, 2011 immediately followed by university “cookout”
         i. Adjunct Faculty Workshop – 6:30 p.m., Monday, August 15, 2011

4. New Business
   None Presented
   Meeting Adjourned at 4:30 p.m.