Council of Deans

Unapproved Minutes

July 22, 2002

Members:

Sullivan
Buckley (Absent - Represented by Robert Ziegler)
Burgess
Dawe (Absent)
Goode
Harrison
Neale
Soelle
Young

Also Present:
Dr. Linda Dzialo
Ms. Suzanne Aplin
Mr. Tony Pokorny
Mr. Benson Warren
Mr. Harold Robinson

1. Agenda Item 1 - Assistant for At-Risk Students (Dr. Dzialo and Suzanne Aplin)

a. Dzialo stated that regarding the previous discussion about at-risk students, everybody has different ideas about that and different things are being done in different areas. She stated that Suzanne Aplin, Director of Student Support Services will give a brief synopsis of one program that serves a particular group of students that meet a certain criteria. This program can service 225 students at a time.
b. Aplin stated that Student Support Services is federally funded and they have a defined population that is at-risk. She distributed brochure "Student Support Services."

(1) Students involved in the program have to be first generation, which means that neither of their parents graduated from college. A parent that has an associate degree doesn't count; a grandparent who has a bachelors degree doesn't count. What it essentially means is that student grew up in a household without benefit of the income that a parent with a bachelors degree might generate and also without the academic enrichment that might also come with a parent who has that kind of education. They only have to meet one of the three criteria although 2/3 of the students ultimately have to meet both first generation and low income. Low income is defined as a family of four living on less than $24,000 taxable income. One of the nice things that is happening this year - actually started last year for the first time - is that students who are in the program who are low income who meet the Pell grant requirement, also qualify for additional funding through this program. Last year they had $38,000 to distribute to students in the program that met the low income requirement and this year they expect to have $42,000 to distribute and they are primarily targeting freshmen and sophomores. Disabled is the third criteria which requires documentation of the disability. Aplin gave further details about this criteria.

(2) Their focus is on academic counseling. (Distributed brochure "Academic Counseling and Mentoring") Because they have 3 full time counselors and a case load of 225 students they have a little bit more time to sit down with the students and evaluate what they need. They develop an individual academic plan for each student. They are also able to do career counseling. Their goal is retention - to keep the student in school and graduate the student.

(3) They also have a mentoring program. Mentoring, not in the sense of faculty mentoring but student mentoring. They have a program that uses students, generally those who are in their program who have been successful and who meet the profile, who want to talk one on one to these students. They pay them to participate in this program because they have found that a student will often tell another student something before they will tell a counselor.

(4) One of the most important things they do is tutoring. (Distributed brochure)
Aplin described the tutoring program and labs available for student access.

(5) Aplin presented a recap and other detailed information about the program and its success rate. Discussion followed.

2. Agenda item 2 - Briefing on Glassick Project (Benson Warren)

a. Warren distributed Glassick's vita and the proposed schedule for his visit. In referring to the proposed schedule, he mentioned that he knew the Chairs Workshop was being held on Monday but then he found out that some of the schools were having their meetings on Tuesday and perhaps the schedule may require some rearranging. Over the weekend Warren thought that since many of the chairs also are not privy to the information in the reports ("Scholarship Revisited" and "Scholarship Assessed") it might be a good time to have an overview for the entire campus and bring in all faculty in the Theatre. Glassick could meet with the entire faculty at 10:00 and it would still be part of the chairs workshop. Glassick was to be meeting with the chairs at that time anyway. That would give him a chance to talk about scholarship from a very broad view and point out the various aspects which are mentioned in our faculty handbook and get everybody off on an initial footing. At 1:00 p.m. he will meet with the Deans Council and then at 2:30 the Faculty Council.
b. Warren mentioned that perhaps Tuesday is going to be a problem because of some school meetings. Warren presented in detail the various times, topics and when departments were scheduled to attend. The group then entered into a lengthy discussion of the schedules for Monday and Tuesday. The result of the discussion was that the Departments of Communications and Criminal Justice and Sociology would be moved to 10:30-12:00 and Library and Biological Sciences would be moved to 8:30-10:00 on the Tuesday schedule.

c. Sullivan mentioned that Sunday, August 11, Glassick requested to have dinner with the senior administrators and arrangements have been made to do that out at Fisherman's Cove at 5:00 p.m. Sullivan distributed a document regarding the dinner. Document indicates those who are invited. Sullivan stated that he would like to have those listed there but it isn't a mandatory thing.

3. Agenda Item 3 - Prerequisite Checking for the New CamSIS (Debbie Goode)

Goode stated that there is a feature for checking prerequisites in the next software system that she is getting ready to bring up in September that they thought could be used and would really be good in checking prerequisites, but what they have found is that when it checks the prerequisites and the student doesn't meet the prerequisites, it will not let an advisor override - it is a hard block. They have had to back off on how they will implement that. The advisors going through the training cannot turn it off because of the customization for the placement test - the feature has to be in place and turned on. There are some reasons why there are problems with it. Any transfer work that is not equated to Cameron's work is an issue. Only 25 percent of the transfer work is equated. Some work in that area will have to be done. What Goode needs is for the deans to visit with the chairs in their areas and find out what courses they want the hard blocks put on - what courses are they going to require as prerequisites on the students transcripts? The effect of a hard hold means that a student would not be able to enroll in an advisor's office but would need to go to Janie Harrell to enroll. Lengthy discussion followed.

4. Agenda Item 4 - OCAST Internships (Tony Pokorny)

a. Pokorny handed out a memo to the deans only. This information is from OCAST. One of the most successful programs that we are involved in is the faculty and student internship funding that OCAST gives. Currently there are six contracts in place that faculty and students are involved in and they in turn are working with industry on research projects. The rules have changed a little bit as explained in the document. The changes broaden the scope of topics that can be used as research. In the past it was strictly science and mathematics. It has now been broadened to include anything that has to do with support of business and industry, e.g., psychology, sociology, environmental or other broadening factors that would affect a business. OCAST is now allowing more people to be involved in this faculty/student internship program.

b. Pokorny stated that he would like the deans to read the new rules and more importantly, find people in the schools or departments that would like to get involved in an OCAST grant situation. The key word is still "research." Even though the scope has been broadened to include a number of different skills, it must be a "research" project. He asked that deans spread the word to their faculty. This program has proved to be a very beneficial program. Pokorny would like to work with the broader aspect and get more people from the schools that have not participated before to get involved in this internship program. Sullivan mentioned that the difference is that the faculty and students can actually do research on support functions to industry as opposed to just something that is a new product for Oklahoma industry. Pokorny stated that there is a deadline of September 11, but the grant proposal is not a difficult thing to put together. It takes some good planning with an industry partner. Those proposals are due on September 18. Pokorny will help anybody that wants to get involved, particularly those that have never done this before. He will be pleased to walk them through what needs to be done for them to win one of
5. Agenda Item 5 - Workshop for Department Chairs

Sullivan handed out the schedule for the Department Chairs workshop, however he stated that this has been changed by the discussion this morning. Deans are welcome to attend any or all of this that they want to. Perhaps the first session with the President would be worthwhile for the deans to attend if they want to spend some time at the meeting.

6. Agenda Item 6 - Campus Master Plan, Work Orders, and Health and Safety Manual (Harold Robinson)

a. Robinson stated that after he had left the meeting last week, the deans expressed some concerns about how work orders are approved and processed. He also received an e-mail from Sullivan about these concerns. The general opinion seems that work orders should only be approved by the dean and Robinson certainly agrees with that. Obviously if this is done at the dean's level, the deans will have to maintain a record of those requests. Robinson assumes that by doing this, the deans want some input into work that is being done in their areas; so if the deans want to talk about these they will have to have a copy or a list of the work requests. He will be revising the job order request form to eliminate the department chairs. He will need the dean's signature as approving authority. Sullivan stated that he believes the deans want the department chairs to sign the requests except they want the next level to be processed through them. Robinson stated that the department chair would then become the requestor. There are other people on campus in the Student Affairs area with the title of "Director" and he would prefer that Dr. Dzialo approve all her directors work orders. The reason they stopped the electronic submission of work orders was because there was no level of approval and everybody would submit whatever they wanted to. There are still going to be emergencies that the people here don't need to know about unless they occur more than two or three times. For instance, water leaks, power outages, repairs, etc. Short discussion followed.

b. Campus Master Plan - Robinson distributed a list of projects on the Campus Master Plan. Those projects that have been lined out are projects that have either been completed or a decision has been made to delete them. The total is 62 million dollars. If anyone here has any changes they think need to be made to the Master Plan, those changes should be channeled to Sullivan who will then take them to the Executive Council and on to the President. There may be some things that are not really self-explanatory, such as the item for "Campus Accessibility Plan." Included in that item is an elevator for the Business Building, automatic doors for a lot of our buildings, ramps and rails and that sort of thing. Each one of these projects has a specific identification document that goes with it that describes the project. Sullivan stated that the one project he does not see on the list is the renovation of the Theatre. That project needs to be added. Sullivan asked Soelle to look that over and give him some input. Robinson stated that if we put together a project for renovation of the Theatre, Soelle will have to be pretty definitive as to what goes in it. Sullivan stated that Soelle has all that information. Short discussion followed.

c. Robinson distributed the Health and Safety Manual. This manual contains the first five chapters within the overall Health and Safety Program and Policies for the university. Robinson stated that he could not overemphasize the importance of this program - OSHA and EPA are watching. In each chapter there is a page that indicates tasks to be completed. These are for each of you here as the responsible person within your organization. One of the things that is going to happen is that all of our employees have to be trained. There is a mandate that all of our employees will receive four hours a quarter of safety training and the records have to be retained by the university for 40 years. Robinson read further examples of different types of training that certain employees must receive. Robinson stated that to help the university accomplish this mission and get it started, an environmental, health and safety element in Physical Facilities has been established in the budget this year. Robinson is now in the process of recruiting someone who is a specialist in these areas and they will be the one that will have direct contact with
whomever the people here appoint within their organizations to be responsible for this program. This person will be the one that will be walking around helping with the training and inspecting the facilities. Until Robinson gets someone hired, contact Tom Chapman if there are any questions. Robinson stated that they have identified eleven chapters for which there will be a policy, so other chapters will follow. Distribution of the first five chapters will begin tomorrow as shown on the distribution list. Short discussion followed.

COMMENTS

Burgess - No comments.

Soelle - Asked on the chairs workshop what "chairs calendar" means. Sullivan stated that one of the things we have been talking about is getting out a calendar that says here is when you do this and that. Soelle also said that she is not clear in terms of where she should be ordering software for computer classroom and labs on campus. She is not sure whether she should be ordering it from her capital account or from student technology account. Sullivan asked that this be a matter of discussion at the next meeting.

Neale - No comments.

Dzialo - Asked that everyone check their calendar regarding a potential date for a Fall Recruitment Day of November 2 and let her know at the next meeting how that date looks and if there are any problems with it.

Pokorny - Asked how many were going to the emergency-planning workshop on Friday. Several replies indicated that quite a few people were attending. Pokorny also asked where he might find the document that reflects what we currently have as far as emergency planning. Dzialo stated that James Ronan would have such a document.

Young - No comments.

Ziegler - No comments.

Harrison - No comments.

D. Goode - No comments.

Dawe - (Absent)

Adjourned 12:23 p.m.