Council of Deans
Unapproved Minutes
March 4, 2002

Members:

Sullivan
Buckley
Burgess
Dawe
Goode
Harrison
Neale
Soelle
Young

Others Present:
Tony Pokorny
Linda Dzialo
Brenda Dally - Coordinator of Student Recruitment
Renee Roach - Assistant Coordinator of Student Recruitment

1. Agenda Item 1 - Recruitment Day, April 20 (Brenda Dally and Renee Roach)

Brenda Dally and Renee Roach gave a Power Point presentation about Recruitment Day, April 20. The goal of this event is to increase enrollment of full-time traditional students; promote a positive image of Cameron University; increase awareness of the programs Cameron has to offer; accomplish greater departmental involvement in recruiting; gain organizational involvement and to produce an attractive but informative brochure to send and provide to prospective students. They outlined the 20 best reasons why a student would want to come to Cameron; provided a schedule of events and what they were doing to promote Recruitment Day. They asked the group to assist them in getting the word out to the campus and community, to assist on the day of the event and asked that any suggestions or ideas be given to them.

2. Agenda Item 2 - Minors (Zoe DuRant)

DuRant stated that she had some questions that came up regarding minors.

(1) Near the back of the catalog, there is a list of minors and some of them have an asterisk which means those are defined minors. The defined minors list the courses that a student would take in order to minor in that area. In the paragraph above the list of approved minor programs is says. “Defined minors are those for which a specific set of courses is recommended.” When a student comes to their office to get a degree check done, they look at the minor that the student has selected and look in the catalog to see if they have taken the specific courses listed for their minor. DuRant and Linda Phillips had met on several occasions with Dr. McKellips, when he was here, about minors and his guidance was that they look in the catalog to see if they have met the
requirements for that minor and go from there. If an advisor has indicated on the student’s check
sheet that they are substituting one of the courses for another, then we may accept that. If the minor
is not defined then they go by what the advisor has approved and said that these are the courses that
will meet that requirement of that minor.

(2) DuRant stated that the issue she needs to ask the Council of Deans about is, when
a student is majoring in a certain discipline, e.g., Psychology, and they end up minoring in History,
who is the person who advises that student in the minor. She believes someone in the History
Department that should visit with the student about the minor because History and Psychology are
not really related. She was told by a professor on campus that several years ago in a situation like
this, advising for the minor was the responsibility of the advisor for the major. That is not the advice
she typically tells students when they come to Admissions and talk about their major and minor. If
the minor is not defined she tells them to go visit with someone in that particular department to find
out if there are specific courses they must take to meet the requirements of the minor. DuRant
visited with Dr. Sullivan a few weeks ago and he asked her to come to the meeting today and get the
thoughts of the members of the Council to see where they stand on this information about minors.
Harrison stated that he believes the student’s plan of study should have some sense of orderliness
to it. He would like to see each student have a major advisor and a minor advisor. After lengthy
discussion Sullivan stated that it seems the general consensus is that we should also have a minor
advisor that would assist students in developing a plan for their minor.

(3) DuRant stated that effective this semester they are no longer going to mail out
grade reports. She has done a survey of the other schools in the state and almost nobody else does.
Those that still do are going to quit. DuRant outlined how this change would be implemented and
discussion followed.

3. Agenda Item 3 - Status of Equipment Allocations (HANDOUT)

Sullivan stated the handout shows where everyone is on their allocation. If anyone
disagrees with the amounts, let Sullivan know. Sullivan stated that he has become very familiar with
the budget over the weekend and this account does not appear to be in the budget. He found that this
is a separate account that Sterling and McKellips allocated from. The operating accounts don’t
include any of this. Statement was made that several years ago, everybody had equipment
allocations made to their regular E&G accounts.

4. Agenda Item 4 - Brochure, Online Courses as of Spring 2002 (HANDOUT)

Sullivan distributed the brochure on online courses as of Spring 2002. These are just for
information to keep or hand to the advisors.

5. Agenda Item 5 - OBEC Mathematics Position Paper (HANDOUT)

Sullivan distributed, for information only, a memo from Cindy Ross, State Regents,
regarding the Oklahoma Business and Education Coalition’s mathematics position paper. All of us
are concerned about the input we get and these are some recommendations to increase the amount of mathematics and make it more stringent.

6. Agenda Item 6 - Adjunct/Overload Credit Hour Production (HANDOUT)

Sullivan distributed the document, "Adjunct/Overload Credit Hour Production." This is for Academic Year 2001-2002 and the information for the Spring is not complete. This report may be useful if we are forced to cut adjunct/overload during FY 2003 as a result of budget shortfalls.

7. Items from the Executive Council:

a. Sullivan stated that we finally have the opportunity to do some work with the EPSCoR program in Oklahoma. They are finally beginning to structure it so they can get to the regional universities and Cameron has been invited, by name, to participate in that. Buckley and the sciences area will be leading that.

b. Sullivan asked if there has been any mention of anyone else likely to retire? No names were mentioned.

c. Sullivan stated that Dzialo is putting together a Retention Task Force. The focus is to prepare for an absolutely outstanding Title III proposal for next year. The people he has in mind to nominate, and this does not preclude anyone here from making nominations, are Tom Sutherlin, Vivian Thomlinson who is chair of the Advisement and Retention Committee, and a Faculty Council representative. If there is anyone the deans would like to nominate to serve on that, let Sullivan know and he will pass it on to Dzialo.

d. Sullivan had thought that Cameron's increase in fees had been approved by the State Regents but he found out this morning that all are on hold at the State Regents. He will keep the deans informed of any changes.

e. Sullivan stated there is another opportunity to participate next year in what is called the Oklahoma Leadership Academy which is based at UCO. This meets about six times during the year at different locations across the state and focuses on leadership issues in higher education. Sullivan has nominated Dr. Marjorie Kingsley to participate because she will be Chair of the Faculty Council next year. We have not participated in the past but if anyone here would like to be nominated to participate in that, let Sullivan know. It will take about six weekends during the year and that does include everything but travel and we would pay for that out of Faculty Development funds.

COMMENTS

Burgess - No comments.
Soelle - Encouraged people to buy their tickets for “Oklahoma.” Also, Saturday, a senior History student won the best paper award at the Regional State History Contest, beating out OU and OSU.

Neale - No comments.

Pokorny - Two items.

a. Reminder that the President’s Partners Gala is this Thursday night, including opening night of “Oklahoma” at the theatre. There is a reception for all President’s Partners and they have been asked to invite a guest to bring along so that we will have some other potential President’s Partners that might be interested in joining.

b. Distributed an information sheet on a workshop that will be held here on campus on March 12. It is a free workshop that OCAST is offering. The title says R&D Companies but that means universities also. We are trying to stimulate faculty to attend this so that they know what an OCAST OARS grant is all about. It is one of those grants that has a very high probability of being awarded because it is only for people in Oklahoma and it is pretty well funded. The trouble is that in the past we simply have not participated. It can be either a joint project with some business in the area or it can be a university project all by itself. The last time this group met we were talking about budgets and how to get more money into the university and this is an excellent way to do that. Pokorny asked the group to publicize this workshop. It will not cost anything but it will get people interested or at least knowledgeable about how they can go after some of these grants. Short discussion followed.

Harrison - No comments.

Dawe - No comments.

Young - No comments.

Buckley - No comments.

Goode - No comments.

Adjourned 11:58 a.m.