Date: Tuesday, November 6, 2012

Location: Administration Board Room

Members and Staff Representatives present:
Terry Conley, Dean, School of Science and Technology
Buddy Odom, Dean, School of Business
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
Von Underwood, Dean, School of Liberal Arts
Susan Camp, Director, CU-Duncan
Debbie Goode, Director, Information Technology Services
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Sherry Young, Director, Library Services
John McArthur, Provost
Elizabeth Hall, Assistant to the Provost

Members absent:
Sylvia Burgess, Associate Vice President for Academic Affairs
Linda Phillips, Registrar

Agenda and Notes

1. Approval of Council of Deans Minutes – October 2, 2012 Meeting (Handout 1)-
   Approved as amended.

2. Announcements and Information Items
   a. DaVinci Institute Awards (Handouts 2, 3, 4)
      The deadline for submissions is December 28. The Provost will add this to the
      same call as the Oklahoma Center for Excellence. We will look at past winners of
      major university awards for submissions. Please submit your submissions for the
      Scholar Award to the Provost by December 19. Dr. McArthur said that he will
      send out the deadline for the Fellow Award.

   b. Adjunct Pay Date Changes (Handout 5)
      Human Resources has changed the pay dates for adjunct instructors. This will not
      solve the S6L problem for the fall semester, but will make the situation better for
      Spring ’13. This will create a more reasonable due date to chairs for when S6Ls
      come in.
      The group discussed how it would pay people who do workshops. Provost
      McArthur said that he will have to look into this issue more.
c. Remaining Seats and Course Tracking (Handout 6)

Percentages are going to run ahead because of pre-advising. The Provost commented that the changes in the Academic Advising Center (AAC) have been good, but it will make it difficult to compare this year to last year.

3. Discussion Items

a. Academic housing, staffing, and assessment responsibility for UNIV 1001, 1113, and UNIV 2001

The group discussed possible locations for housing and staffing the new university required courses. The expected student audience for the fall terms is 1,200 students. Further meetings will be held with the academic deans on this topic.

b. FY14 Staffing Update

Provost McArthur explained that the intent is to give chairs a head start on hiring. This is permission to advertise, not to hire. He told the deans not to discourage chairs from offering a position for a December search line before a November search line.

Dr. McArthur told the group that we are running searches for 38 positions for a total of $2.2 million. We have a 10% turnover in employment.

The Provost is starting to see Open Hire requests come in. The committee reported overall positive experiences with Open Hire. Dr. McArthur said that the Open Hire system is made for staff hiring, not faculty hiring. Committee members said that they were having problems seeing the entire pool of candidates on faculty lines. He asked committee members to share Open Hire tricks with each other.

4. Standing Agenda Items

a. Assessment Activities Update

i. PQIR Process- Karla Oty, Director, Institutional Research, Assessment, and Accountability

Dr. Oty reminded the committee of the process and of the following deadline. By November 7th, AVP Burgess, Dean Conley, Dean Odom, Dean Underwood, Dean Vanderslice, and Director Young need to have reviewed the feedback from the IAC peer-reviewers and make recommendations to her about which programs in their areas they think
should be scheduled for roundtables. Dr. Oty also told them that she needed their available times for roundtables by November 7th.

Provost McArthur said that in smaller units, such as AE, ITS, and AAC, he would play the role of Dean so that directors could be participants.

Dr. Oty said that the Provost will probably not decrease the number of roundtables. Many programs are not paying attention to what their peer reviewers suggested.

ii. Follow up on ACT CAAP testing

Dr. Oty reported that we are in good shape with regard to the number of students signed up to take the critical thinking CAAP test. We are much closer in terms of numbers on the writing test, with little wiggle room.

The Provost told the council that in future meetings, at this point in the agenda, we will have a section that monthly walks us through the new HLC criteria.

b. Retention and Graduation Rate Project Update
   i. Midterm Grades

   Provost McArthur congratulated the deans for a job well done in obtaining such a high faculty participation rate for midterm grades. 412 of 413 sections participated.

   c. Early Alert Usage Update

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<thead>
<tr>
<th>Semester</th>
<th>Unduplicated Instructors</th>
<th>Total Unduplicated Instructors</th>
<th>Percent of Instructors Using Early Alert</th>
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<tbody>
<tr>
<td>Fall 2011</td>
<td>231</td>
<td>364</td>
<td>63.5%</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>208</td>
<td>355</td>
<td>58.6%</td>
</tr>
<tr>
<td>Summer 2012</td>
<td>73</td>
<td>159</td>
<td>45.9%</td>
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<tr>
<td>Unduplicated</td>
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<tr>
<td>Fall 2011 - Summer 2012</td>
<td>281</td>
<td>420</td>
<td>66.9%</td>
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<th>Semester</th>
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<th>Percent of Instructors Using Early Alert</th>
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<tbody>
<tr>
<td>Fall 2012</td>
<td>260</td>
<td>349</td>
<td>74.5%</td>
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August 1st, 2012

November 2nd,
Provost McArthur said that we continue to have a greater usage of Early Alert. He gave the group an updated on the Peer Tutoring Initiative. Very few students are taking up the offers for peer tutoring. There have been 129 personal invitations and only 6 students have taken up the offers. The usage of Early Alert is there. The reaching out step is there. Now we just need to get the students to care.

d. Cameron Guarantee and Institutional Transparency Update
   i. Updated Faculty Load Reports (Handout)

   Dr. Oty distributed reports to the deans and Provost. She told the council that there will be a consultant coming in January. She asked the deans to look at their reports. If there appears to be a mistake, it is on the S6L as she pulled all data off of the S6Ls provided to her. She told the deans that the red folders may be distributed to the department chairs.

e. Legislative Update

   Dr. McArthur attended the Comanche County Superintendents meeting last week. There are several interim studies being run. He said that none of these interim studies appear to require a university response. Things may change after today (Election Day).

f. Around the Table for Announcements

Susan Camp, Director, CU-Duncan
- The Hackler Award Dinner will be next Tuesday at CU-Duncan.

Terry Conley, Dean, School of Science and Technology
- The Physical Sciences Department is holding a symposium on Friday and Saturday. The department is bringing outstanding Alumni to talk to students.
- This weekend he, Dr. Mary Dzindolet, Dr. Gary Buckley, and Dr. Carla Guthridge are going to the Council on Undergraduate Research (CUR) conference in Oklahoma.

Von Underwood, Dean, School of Liberal Arts
- OPSA’s Annual Meeting is November 8 and 9.
There is a new music festival in McCutcheon tonight.
Cameron’s Mediation team competed in a mediation tournament and did well.

Karla Oty, Director, Institutional Research, Assessment, and Accountability
4 assessment mini grants were funded. There are still assessment funds left over if anyone wants to apply for it. Dr. Oty explained that these are E&G funds, so they don’t roll over and we may not get the funds next year.

5. Upcoming Meetings and Events
   a. Council of Chairs – 3:30 p.m. on Tuesday, November 13, 2012
   b. Council of Deans – 3:00 p.m. on Tuesday, December 4, 2012
   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            |
         | December 6-7, 2012  | October 15 | October 25       | Oklahoma City       |
         | January 24-25, 2013 |           |                 | Norman              |
         | March 27-28, 2013   |           |                 | Oklahoma City       |
         | May 9-10, 2013      |           |                 | Norman              |
         | June 24-26, 2013    |           |                 | Ardmore             |
         | September 18-19, 2013|           |                 | Tulsa/Claremore     |
         | October 23-24, 2013 |           |                 | Lawton              |
         | December 5-6, 2013  |           |                 | Norman              |
      ii. The Oklahoma State Regents for Higher Education
         1. Thursday, December 6, 2012 - 9 a.m.
   d. Five-Year Program Reviews due to Provost- Friday, November 16, 2012
   e. Oklahoma Women in Higher Education Conference- Friday, November 16, 2012
      at University of Central Oklahoma in Edmond.

New Business

Update on Curriculum Actions:

Provost McArthur told the committee about curriculum actions. He said that baccalaureate hours to graduate is now set at 124 hours for all programs. Capstone experiences are now required for all baccalaureate degree programs to include a disciplinarily appropriate culminating experience. General Education Program has been modified and updated learning outcomes have been approved.

Dean Vanderslice inquired as to how to handle Teacher Education programs that are already at 124 hours. Dr. McArthur asked her to check in with Mandy Husak, who has more details. His preference was for a single agenda item for programs handling the changes in the same way rather than individual program modifications.

PC Rotation:

Dean Vanderslice asked about the PC rotation and if there will be a call for computers.
Director Goode told the committee that it doesn’t appear that we’ll have any computer purchases this fall.

Provost McArthur is not sure if we will see the Capital Funding until January. He asked the group that if you have more than one or two computers that need to be purchased, please get your orders to Director Goode now so that we can be ready. If you only need one or two computers replaced, please use your dean’s funds.

Final Exam Administration:

Dean Underwood asked if a faculty member has to offer an alternative time for administering a final exam. Dr. McArthur responded that, no, the faculty member does not.

Dean Underwood asked if this could be put in the common syllabus. The Provost said that he is willing to add something about this in new attendance section in the common syllabus.

Meeting adjourned at 5:00 p.m.