Council of Deans—Minutes

Date: Tuesday, August 7, 2012  
Time: 3:00 p.m.
Location: Administration Board Room

Members and Staff Representatives present:
Buddy Odom, Dean, School of Business  
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences  
Terry Conley, Dean, School of Science and Technology  
Sylvia Burgess, Associate Vice President for Academic Affairs  
Susan Camp, Director, CU-Duncan  
Debbie Goode, Director, Information Technology Services  
Karla Oty, Director, Institutional Research, Assessment, and Accountability  
Sherry Young, Director, Library Services  
Linda Phillips, Registrar  
John McArthur, Provost

Members absent:
Von Underwood, Dean, School of Liberal Arts  
Elizabeth Hall, Assistant to the Provost

Guests present:
None

1. Approval of Council of Deans Minutes – July 3, 2012 Meeting (Handout) - **Approved**

2. Announcements and Information Items
   
   a. Calendar Items
      
      i. Back to School meetings during the week of August 6 are listed in the Upcoming Meetings and Events section below
      
      ii. Convocation will be held on Friday, September 28, 2012 in the Fine Arts Courtyard. – **The new gonfalon designs were discussed as well as the conversion from program level to unit level gonfalons.**
      
      iii. Non-credit Activity Report due to OSRHE (through Debbie Goode) – October 2, 2012 (Handout) – **Debbie Goode asked to receive input by September 16, 2012.**

   
   b. Please send dean and director class schedules and other standing obligations to Brandy Shaw-Brown by Friday, August 17, 2012

   

   
   d. Facilities Update
      
      i. Certificate of Occupancy for Academic Commons
ii. Classroom Utilization – A summary of facility usage will be provided electronically to each dean. The summary will include Term, Classroom, Building, Square Feet, Capacity, SCH per room per term, Headcount per room per term, SCH/sq.ft., Headcount/sq.ft. (Provost McArthur commented on the purpose of project including possible allocation or reallocation of academic space based on findings from the Campus Master Plan project.)

e. Staffing Update after the 2011 – 2012 faculty hiring cycle in Academic Affairs

<table>
<thead>
<tr>
<th>Number of Searches</th>
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<tr>
<td>Filled Positions</td>
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<td>In Process (Interviews, Negotiations, or Extended Offers)</td>
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<tr>
<td>Not Posted (coverage by overload and adjuncts)</td>
<td>5</td>
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<tr>
<td>Failed Searches (coverage by temporary full time)</td>
<td>3</td>
</tr>
<tr>
<td>Failed Searches (coverage by overload and adjuncts)</td>
<td>3</td>
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3. Fall 2012 Back-to-School Items
   a. The Fall 2012 academic calendar as well as the Final Exam Schedule may be found at http://www.cameron.edu/registrar
   b. Remaining Seat Report for Fall 2012 (Handout)
   c. Student Information Sheet and Syllabus Attachment (Handout of 16 week version) – Please include this document with all university syllabi distributed to students. Electronic versions are available at http://www.cameron.edu/academic_affairs. Please remember that all course syllabi should include a listing of required and recommended course materials with ISBN. If a faculty member requires the purchase of an access code or other virtual instructional materials, then that should be listed clearly on the syllabus as well. Please note the new section on Academic Notice or Probation with the requirement of UNIV 2001.
   d. The Office of Public Relations will host a variety of photo portrait opportunities for faculty and staff this fall. Please let Josh Lehman know if you wish to schedule a specific date for your area of responsibility.
   e. Please review the Faculty Handbook and Employee Handbook leave policies, particularly sick leave, with faculty members in your areas of responsibility.

4. Course Scheduling – Spring 2013
   a. Standard scheduling document (Handout)
   b. Calendar summary (Handout)
   c. Variances – Please include a proposed final examination period with any request for a scheduling variance.

5. Standing Agenda Items
   a. Assessment Activities Update
i. Assessment Plan (Handout) - Director Oty commented on the HLC review leading to the review and revision of the Academic Plan as well as pointing out changes to the plan.

ii. Assessment Report will be distributed at Council of Chairs at the next meeting

iii. Assessment Funds for 2012 – 2013 (Handout) – We will continue the mini-grant program with funding of $10,000. A revised call for proposals was distributed. The funding was reduced because $15,000 will be used to fund CAAP tests as mentioned as below. The only revisions to the handout are in amount of funds available and deadlines.

iv. Exit testing for Fall 2012 - CAAP Exams – request testing of freshmen and seniors in Writing and Critical Thinking during the Fall 2012 semester
   1. Testing window: Monday, November 26th through Saturday, December 8th.
   2. Focus on giving exams to seniors in programs that did not participate to the appropriate level in Spring 2012. (Handout)
   3. Any student who took an exam in Spring may not participate in Fall 2012 for VSA purposes
   4. Focus on giving exams to seniors in capstone courses, if possible, to capture graduating seniors.
   5. If faculty members do not wish to use class time, alternative times can be scheduled through the department chair with the Dr. Karla Oty, but thought needs to be given as to how to get seniors to come take the test.

b. Retention and Graduation Rate Project Update
   i. Complete College America
   ii. Top 30 Courses Project

c. Early Alert Usage Update – None provided

d. Cameron Guarantee and Institutional Transparency Update
   i. Master Course Information Forms (Handout) – Dean Conley was asked to orient LTC Zaccheus to this document. For specific questions, please contact Mandy Husak.
   ii. Faculty Vitae updates will be due September 14, 2012 – a formal memo will be sent on 8/8/12 to chairs and deans
   iii. Transparency Budgets for 2012 – 2013 with current organizational chart have been posted to http://www.cameron.edu/transparency

e. Legislative Update – None provided

f. ULC Update
   i. Upcoming Webinars- Please go to www.educationadvisoryboard.com/ulc/register_teleconference_ulc.asp
to register for a session.
1. The Promise and Perils of Innovation (Part I): Innovations in Delivering Quality Instruction at Scale- Thursday, August 16, noon to 1 p.m.
2. The Promise and Perils of Innovation (Part II): Defining Your Institution’s Value in the Face of Disruption- Thursday, September 20, noon to 1 p.m.
3. The Future of Academic Advising (Part I): Balancing Exploration and Progress to Facilitate Degree Completion- Tuesday, October 16, 1-2 p.m.
5. The Future of Academic Advising (Part II): Delivering Individualized Feedback to Motivate Students to Stay on Path- Monday, December 3, 1-2 p.m.

ii. Ideas for Custom Research

6. Upcoming Meetings and Events
   a. Council of Chairs – 3:30 p.m. on Tuesday, August 14, 2012
   b. Council of Deans – 3:00 p.m. on Tuesday, September 4, 2012
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents

<table>
<thead>
<tr>
<th>Board Meeting Dates</th>
<th>Topics Due</th>
<th>Agenda Items Due</th>
<th>Location</th>
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<tr>
<td>September 19-20, 2012</td>
<td></td>
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<td>Lawton</td>
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<td>October 24-25, 2012</td>
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<td>Tulsa/Claremore</td>
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<td>December 6-7, 2012</td>
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<td>Oklahoma City</td>
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   ii. The Oklahoma State Regents for Higher Education
      1. Thursday, September 6, 2012 - 9 a.m.
      2. Thursday, October 25, 2012 - 9 a.m.
      3. Thursday, December 6, 2012 - 9 a.m.

d. Back to School Meetings- Faculty offices reopen on Wednesday, August 8, 2012
   • School of Business – Wednesday, August 8, 2012 at 10:00 a.m. in BUS 101/102
   • School of Education and Behavioral Sciences- Tuesday, August 14, 2012 at 10:30 a.m. in CETES Conference Center
   • School of Liberal Arts – Friday, August 10, 2012 at 9:00 a.m. in the McCutcheon Recital Hall
   • School of Science and Technology – Thursday, August 9, 2012 at 2:00 p.m. in SC 100
   • Library
   • WEAVERonline training for new users – Monday, August 13, 2012 at 1:30 p.m. in Burch Hall 104
d. Fall General Faculty and Staff Meeting- 10:30 a.m., Thursday, August 9, 2012 in the McCasland Ballroom immediately followed by university “cookout”.
d. Adjunct Faculty Workshop and Orientation, August 13, 2012 in the McCasland Ballroom on the Lawton campus and August 14, 2012 on the Duncan campus. For both workshops, dinner is at 6 p.m. and the program starts at 6:30 p.m.
f. First Day of Classes- Wednesday, August 15, 2012
g. Academic Plan input and data due to Provost- Friday, August 17, 2012.
h. Completion of all endowed lectureship project activities- August 17, 2012.
i. Endowed Lectureship AY 12-13 proposals due Thursday, September 6, 2012
j. Final Endowed Lectureship project reports due Friday, September 7, 2012. Please submit a hard copy to the Office of the Provost with prior review by the appropriate Academic Dean Post Audit Reports due to Provost- Friday, September 7, 2012
k. Post Audit Reports due to Provost- Friday, September 7, 2012
l. Low Productivity Program Reports due to Provost- Monday, September 17, 2012.
m. OU Regents Meeting at CU – September 19 and 20, 2012
n. Course Equivalency Project Meetings at UCO – September 20, 2012
o. Convocation- Friday, September 28, 2012, 10 a.m.
p. Non-credit Activity Report due to OSRHE (through Debbie Goode) – October 2, 2012
q. Five-Year Program Reviews due to Provost- Friday, November 16, 2012.
r. Oklahoma Women in Higher Education Conference- Friday, November 16, 2012 at University of Central Oklahoma in Edmond.

7. New Business

None presented

Meeting adjourned at 5:00 p.m.