Council of Deans- Minutes

Date: Friday, August 9, 2013
Location: Administration Board Room

Members and Staff Representatives present:
Ronna Vanderslice, Vice President for Academic Affairs
Marge Kingsley, Assistant Vice President for Academic Affairs
Sylvia Burgess, Associate Vice President for Academic Affairs
Susan Camp, Director, CU-Duncan
John Camey, Dean, School of Business
Howard Kuchta, Interim Dean, School of Education and Behavioral Sciences
Von Underwood, Dean, School of Liberal Arts
Terry Conley, Dean, School of Science and Technology
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Debbie Goode, Director, Information Technology Services
Linda Phillips, Registrar
Barbara Pickthorn, Library Services (for Sherry Young)

Members absent:
Sherry Young, Director Library Services

Guests present:
Mandy Husak, Academic Affairs Coordinator
Vinetta Stanton, Educational Project Specialist

Agenda and Notes


- Introductions – Vinetta Stanton, Educational Project Specialist (Assisting the Vice President for Academic Affairs)

- Discussion Items

  1. New Faculty Update
     - Assignment of mentors – We hired 37 new faculty so far. A faculty member resigned on Monday so another new faculty member may be added to the pool. There needs to be some form of a support system in place for new faculty to help them adjust to working on this campus. VPAA Vanderslice recommended assigning them a mentor – somebody close to them in proximity or somebody they work with closely on their classes. Lani Malcolm and the VPAA are working on an orientation for new faculty and are planning to offer two courses in the fall and two in the spring. These courses will include other people across campus who may have information they need. Linda
Phillips mentioned the Advisor Orientation which included training on using AggieAccess and entering grades. She suggested that this orientation can also be used for the new faculty.

Discussion ensued about the challenge it is when new faculty are teaching online courses since they are not familiar with the Blackboard environment. Faculty usually have to be certified in Blackboard but an exception will be made this time around for the new faculty and Lisa Restivo will assist them with getting set up to be able to use it for their fall classes.

- Computers and office space – Debbie Goode got every new faculty member set up with a loaner computer until they get their new one.

VPAA Vanderslice requested that the deans also check to make sure that new faculty have their name on their door, their phone works and their printer is working.

2. Fall 2013 Back-to-School Items
   - The Fall 2013 academic calendar as well as the Final Exam Schedule may be found at http://www.cameron.edu/registrar.
   - Mandy has posted the Student Information Sheet and Syllabus Attachment. 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.
   - Enrollment update – Dr. Oty informed us that enrollment is down by 3.47% today. Enrollment usually peaks the first day of classes then drops within the first week. There are less full-time students this fall. We are also down in Active Duty Military. One reason may be that only their tuition is waived at Cameron; they still have to pay their fees. OU and OSU changed their admission standards; they are no longer only looking at ACT scores for admission. More students are declaring A.S. and A.A.S. majors.
   - Online Credit Hour Production – Dr. Burgess provided a snapshot of the number of closed online courses. As of July 30, there were 40 closed online courses (1/3 of all online courses). The maximum at this time for prior years was 22 online courses. Dr. Burgess suggested that if there is a face to face section that is closed as well, online presents the best chance for expanding. As of Monday, online enrollment was up by 11%.
   - Remaining Seat Report – Gives an idea about if seats need to be opened up and where we were at the same time last year. If you have a Cognos license, you can see remaining seats. Dr. Oty provided a list of this year’s and last year’s but the computer
won’t compare to last year. Deans should check and consider expanding where there are seats available.

Linda Phillips proposed that the deans ask the registrar’s office to change the limit depending on the number of seats available (for example, if there are 5 seats available in a class, they can raise the limit to 5).

- **CNC Update** – This semester only two courses are being offered at Comanche Nation College - Intermediate Algebra and General Biology. These are the only two courses in which 7 or more students were enrolled. Previously, the total enrollment was 40. Students in the cancelled classes have been contacted to take the course at another location. 19 students got their enrollment corrected on the first day of calls. Comanche Nation College is currently working towards accreditation.

  Someone raised the question of what happens when a student takes courses from non-accredited and nationally accredited institutions. For non-accredited institutions, Cameron will have to review each class and the classes will have to apply to the degree the student is taking at Cameron.

- **Small Class Justification** – VPAA Vanderslice shared a form which departments can use to keep track of their small class justifications. The form can be used as a way to remember why the class was allowed. It helps to keep track of these issues so they don’t keep happening. If a class is cancelled for small class size, the students enrolled must be contacted to make other arrangements. Smaller class sizes are offered at Ft. Sill and Duncan.

  Dr. Kuchta asked about the difference between a small class size and an independent study. VPAA Vanderslice stated that she discourages independent study because it does not benefit the student. She would only encourage it if it is the only course a student needs to graduate and the course hasn’t been offered in a while or if the course was cancelled on several occasions.

  In terms of faculty, when a small class has been cancelled (resulting in the faculty member’s load being reduced), the course may be offered as a 2nd 8 week course, the faculty member may pick up 3 hours in the advising center or get 3 hours for online development.

  Annual disclosure forms are due in September. Before bringing them to the VPAA’s office, deans should have their administrative assistants check off on a list who has turned theirs in. Annual disclosure forms should be completed by all faculty and administrative staff.

  Dr. Oty reminded the deans that the Faculty Vita submissions are due September 12. The chairs got a memo from the VPAA. They should inform the faculty of the deadline. Also have administrative assistants check off on a list who has submitted.
3. Assessment
   - The new chair of the Institutional Assessment Committee (IAC) is Mike Husak.
   - Assessment Plan/One year update – An area of improvement cited by the HLC study was a need for a detailed assessment plan. A five year plan was started. The Office of Institutional Research, Assessment and Accountability will keep updates for all plans. A detailed assessment plan will be provided to the IAC and General Education Committee.
   - Assessment Report – is a summary report that Dr. Oty has compiled.
   - Fact Book – Dr. Oty handed out a copy of the 2013 Fact Book to all members present. She mentioned that Fast Facts will be posted online; however, those shouldn’t be used for official numbers as students will add courses for the 2nd 8 weeks. After census day, pocket cards will also be handed out.
   - Testing in Capstone courses – will be done as part of a voluntary system of accountability. Testing cannot be done online so will not apply to online capstone courses. RSU and ITV courses were also removed because of test security reasons. Seniors will be tested this fall but we need 200 so testing will have to be done again in the spring.

4. Five year update to Plan 2013 – is a 48 page document so far. Dr. Oty will send the document to the deans. Let her know if you have any corrections, changes or additions. Send her an email with the changes or turn on track changes on the attached document before making any changes.

5. FLAC Update
   i. Plan for terminated faculty – Linda Phillips discussed the difficulty with being unable to inactivate terminated employees in Banner. She has received permission from the VPAA to remove instructors as they are terminated and enter STAFF. This way it will keep FLAC straight and she won’t have to remember to go back to the Banner form and inactivate later.
   ii. Dr. Oty asked that the deans look at their classes that still have STAFF assigned. She stated that on Monday courses that have STAFF assigned will not be loaded in FLAC. She said that they are still looking at workloads for some departments. Anything to do with compensation should be directed to HR.

6. Non-Credit Activity Report – Debbie Goode will send out an email about providing input for this report and she will attach the manual as well. The report is due to the Regents on October 1st so she should get feedback from the deans by mid-September.

7. Assigned Advisors – Dr. Oty provided a list of assigned advisors for each school. This is an automatic system that typically goes out every Friday. The lists only show students
enrolled for the semester and students in the Advising Center are excluded. There are a lot of students in a certain major with an advisor who is not in the same major. The student may have changed major or the advisor may be advising in an unfamiliar area. VPAA Vanderslice advised the deans to inform the faculty that they cannot be assigned as an advisor for a student not in their field. Susan Camp mentioned that students at the Duncan campus who do not have an advisor in their field there are redirected to speak with an advisor in their field at the Lawton campus. Duncan students may show Emily Prichard as their advisor.

Administrative Assistants can change advisors in Banner. Call Linda Phillips and she will get their access set up and walk them through the process.

Discussion ensued.

8. Retention and Graduation Project Update – The registrar’s office handed out lists of students who were a few hours short of a degree. VPAA acknowledged the registrar’s office for contacting students who met the degree requirement but had not had a degree posted. There were 81 such students. VPAA Vanderslice emphasized the importance of degree completion and awarding students at least an Associate’s degree when earned. The registrar’s office contacts the students and asks if they want the degree posted and also waive the fee for the Associate’s degree.

Dr. Oty discussed the Complete College America goal. She explained that not meeting the target affects funding. You have to exceed the numbers to receive funding. The new goal is 903 graduates.

9. Standard Scheduling document – VPAA Vanderslice handed out the standard scheduling document. Classes will be started at the times listed unless there is a waiver from the VPAA’s office. Have your administrative assistants check the start time and the number of minutes. A memo should be submitted to the VPAA for classes that need to have a special meeting time. Also submit a final exam schedule with the memo.

10. New weekly updates – will replace roundtable. VPAA Vanderslice handed out a form which will be used for weekly updates. The form includes information to share with the group, information for the VPAA only and Faculty/Staff/Student highlights. A paper or electronic copy will be submitted for each school and VPAA Vanderslice will combine the information to be shared and send it out so that everyone can know what’s happening across campus.

11. Planning 2013-2014 – VPAA Vanderslice has to get started on Planning with each school. Brandy will contact each dean for a time to meet with the VPAA.

During the planning meeting the VPAA will also discuss deans’ evaluations for the previous academic year.
12. The registrar’s office will post paper copies of degree check sheets; however, the new requirements are in Degree Works. To access Degree Works students can go to AggieAccess, click on the Student Info tab then they will see Degree Works under Quick Links. Contact Renee, Mandy, Kelly or Linda for assistance with Degree Works.

- Important Dates:
  - Council of Chairs – 8:00 a.m. on Wednesday, August 21, 2013
  - Council of Deans – 2:00 p.m. on Wednesday, September 4, 2013
  - Regents Meeting Dates (for curriculum proposal purposes)
  - The University of Oklahoma Board of Regents

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ii. The Oklahoma State Regents for Higher Education
   - Wednesday, September 4, 2013 – 10:30 a.m.
   - Wednesday, October 23, 2013 - 9 a.m.
   - Thursday, November 7, 2013 – 10:30 a.m.
   - Wednesday, December 4, 2013 - 10:30 a.m.

- Adjunct Faculty Workshop and Orientation for the Duncan Campus, August 12, 2013, 6:00-8:30 p.m. at the Learning Resource Center
- Adjunct Faculty Workshop and Orientation for the Lawton Campus, August 13, 2013, 6:00 – 8:30 p.m., McCasland Ballroom, McMahon Centennial Complex
- WeaveOnline training – Monday, August 12 (Full) and Tuesday, August 13, 2:00 – 4:00 p.m. If you have any new faculty or staff who would like to attend a training session who has not signed up for the Monday session, please send an email to weaveonline@cameron.edu with the programs they need access to so that we can get them set up.
- First Day of Classes – Wednesday, August 14, 2013.
- Abbreviated course format information due August 23, 2013
- Final Endowed Lectureship Project Reports and Donor Letters are due Friday, August 30, 2013. Copy to the Office of the VPAA with prior review by the appropriate Academic Dean.
- Post audit/low productivity information sent by Dr. Oty is due to the VPAA on August 30, 2013.
- Position Requests for 2014 - 2015 are due September 5, 2013 (Handout)
- Endowed Lectureship Proposals will be due on Friday, September 6, 2013. A formal call for proposals including available funds will be distributed at a later date.
- Faculty Vita Submissions due September 12.
- Annual Disclosure forms due to VPAA September 20, 2013
- Convocation will be held October 4, 2013.
- First draft of the spring schedules will be due August 28, 2013.
- Course Equivalency Project meeting – September 19 at UCO.