Council of Deans- Minutes

Date: Wednesday, December 4, 2013
Time: 2:00 p.m.
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
Stephanie Boss for 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
Sherry Young, Director, Library Services
Mandy Husak, Academic Affairs Coordinator
Vinetta Stanton, Educational Project Specialist

Guests present:
Albert Johnson, Vice President for University Advancement

Agenda and Notes

- Approval of Council of Deans Minutes – November 6, 2013 Meeting (Handout) - Approved with a few corrections.

- Discussion Items:
  1. Early Alert Usage Update — Fall 2013 early alert usage is now up to 80%.
  2. PQIR Roundtables — VP Vanderslice is attending as many as she can in order to get to know the programs and the faculty better. She also suggested that the roundtable meeting is a great time for the deans to ask the departments if they have written for an assessment grant.
  3. Initiative update format — VP Vanderslice provided a sample initiative update for the deans and directors to get an idea of how she wanted it done. Updates should be submitted by January 3, 2014.
  4. Summer budget — Supplemental budget requests are due January 17, 2014. Some of the money is in reserve so departments can request to offer classes beyond what is budgeted. VP Vanderslice explained how the amounts for the departments were determined – it is based on the previous year’s enrollment and credit hour production plus a few other
criteria. Dr. Vanderslice asked the deans to ensure that departments do not go over budget.

5. **Spring 2014 Enrollment** — Compared to spring 2013 enrollment at this time, we are down by 3%. Enrollment is down more in part time students and in military students as well. Dr. Oty will send out a comparison by site later.

6. **Remaining Seat Report for Spring 2014** — VP Vanderslice suggested that it would probably be best to offer fewer sections since enrollment is down.

7. **Personnel Requests** — are determined by the number of majors, number of graduates and credit hour production. Linda Phillips and Dr. Oty recommended that departments cancel classes unlikely to make and assign instructors to classes with STAFF before FLAC is loaded on December 16.

8. **Adjunct expectations for training** — Cameron is continuing to offer online training modules for adjuncts. It will be noted which adjunct faculty participate in the training. Adjunct faculty that do not complete the training will not be rehired. For the spring training to be held on January 6, 2014, adjuncts will have a choice of either attending the afternoon session from 1:00-5:00 p.m. or the evening session from 6:00-8:30 p.m. (dinner will be served at the later session). Every department needs to be represented at the 1:00-5:00 p.m. session.

   Deans should contact adjuncts and spread the word on the importance of the training. Emphasize that adjuncts need to check their Cameron email or have messages forwarded to an email address that they check.

9. **Departmental standards** — are due January 17, 2014. A rubric is available.

10. **Faculty Senate discussions** — VP Vanderslice brought to the attention of the Council of Deans some of the items being discussed at Faculty Senate meetings (these items are only being discussed, changes have not been made):

    - **Faculty Handbook:**
      - Organizational changes (putting all related topics in one place in the Handbook)

    - **Policies that are unclear:**
      - Tenure
      - Early Promotion
      - Distinguished Professor

    - Many of our awards don’t allow for faculty at the Instructor level to be nominated.

    - Personal days for faculty members
11. Review course descriptions in Banner and syllabi — when changes have been made to course descriptions and prerequisites they are updated in Banner. Deans and directors should ensure that faculty also update this information on their syllabi.

12. VP Johnson - budget needs — University Advancement raises money through the annual fund by mailing to alumni and through a phonathon in spring. VP Johnson asked that the Deans and Directors provide a Wish List of funds that they need (less than $1,000; $1,000-$1,500) so that when he talks with donors he can have an idea of what the needs are. Annual funds have been used for Educational Leadership majors and the Special Education certification add on. Send him a memo with an explanation (like a proposal).

Reminders:

1. Intersession advisement—post signs; leave phone messages in all departmental offices
2. Community Reception at Cameron House – Sunday, December 8 from 2:00 - 4:00 p.m.
   Hosts: Howard Kuchta, Terry Conley, and Sherry Young
   Monday, December 9 from 5:30 - 7:30 p.m.
   Hosts: John Camey, Woogie Burgess, Von Underwood, and Marge Kingsley
3. Spring 2014 Student Information Sheet and Syllabus Attachment for different course formats posted to the web at http://www.cameron.edu/academic_affairs and on AggieAccess
4. Plan for CAAP Exams in senior capstone courses in the spring semester – Testing will be held towards the end of April. Allow for a 2 week testing period.
5. Remind adjuncts of grade deadline and adjunct workshop.

Other:

1. Summer and fall schedules initial draft will be due on January 21, 2014.
2. Mid-term grades – Can IT program an early alert to be sent out automatically if a student’s mid-term grade is an F? Lower division mid-term grades are required, upper division mid-term grades are optional.

Important Dates:
- Council of Chairs – 9:00 a.m. on Tuesday, December 17, 2013
- Council of Deans – 2:00 p.m. on Wednesday, January 8, 2013
- Regents Meeting Dates (for curriculum proposal purposes)
  - The University of Oklahoma Board of Regents
    | Board Meeting Dates | Topics Due | Drafts Due | Location |
    |---------------------|------------|------------|----------|
    | December 5-6, 2013  | October 7 | October 21 | Norman   |
  - The Oklahoma State Regents for Higher Education
    1. December 4, 2013
- January 29-30, 2014
- March 5-6, 2014
- April 23-24, 2014
- May 29-30, 2014
- June 25-26, 2014

- December 4, 2013 – DaVinci Institute nominations due to VPAA
- December 4, 2013 – Last date to withdraw from a class (2nd 8 week)
- December 8, 2013 at 2:00-4:00 p.m. – Community Reception at Cameron House
- December 9, 2013 at 5:30-7:30 p.m. – Community Reception at Cameron House
- December 9 - 14, 2013 – Final Exams
- December 12, 2013 – Intersession advisement due
- December 12, 2013 at 4:00-6:00 p.m. – Faculty and Staff Holiday Reception at Cameron House
- December 16, 2013 – Changes to faculty loads for spring 2014 due to Karla Oty
- December 17, 2013 – Final grades posted to AggieAccess by 4 p.m.
- December 18, 2013 – Faculty offices close
- January 6, 2014, 1:00-5:00 p.m. – Faculty Development session on teaching freshman classes; all adjuncts invited
- January 6, 2014, 6:00-8:30 p.m. – Adjunct Faculty Workshop for adjuncts who cannot attend earlier in the day
- January 17, 2014 – Program changes/corrections due in WEAVE
- January 17, 2014 – Supplemental summer budget requests due to the VPAA
- January 17, 2014-Dean-approved departmental tenure, promotion and evaluation standards due.