Council of Deans- Minutes

Date: Wednesday, November 6, 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
Mark Washburn for 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
Greg Duncan for Debbie Goode, Director, Information Technology Services
Linda Phillips, Registrar
Sherry Young, Director Library Services
Vinetta Stanton, Educational Project Specialist

Members absent
Mandy Husak, Academic Affairs Coordinator

Agenda and Notes

- Approval of Council of Deans Minutes – October 2, 2013 Meeting (Handout) - Approved with a few corrections.

- Discussion Items:

1. DaVinci Institute Awards — Dr. Underwood provided brief descriptions of the DaVinci Fellows and the DaVinci Scholars Awards. The Fellows Award targets faculty making interesting new contributions to the field of teaching. It is a statewide award and the winner receives $1,000. Ann Nalley was the first winner from Cameron. The Scholars Award goes to an education student. It also involves a service learning component. Both awards are institutional nominations.

2. Technology Requests — Dr. Vanderslice informed the deans and directors that they should submit requests for software packages or other types of technology resources. Approval of those types of requests is done by VPAA Vanderslice and VPBF Pinkston.

3. Academic Fee Requests — VPAA Vanderslice shared that academic fee requests will be on the Regents’ agenda in December. It is for expenses such as Art and Music supplies and lab fees. Requests for new fees or changes in fees for the next academic year should be submitted this month.
4. OSRHE Grant Funding Report — VPAA Vanderslice shared data on the number of grant funds, including sub-grants, awarded to Oklahoma universities. She reminded the deans and directors that the Academic Initiatives for this year included increasing the number of grants on campus.

Cameron has a subscription to a service called eCivis which contains a wide variety of grants. Cameron has a few licenses so let the VPAA know if anyone in your area would like to have a license.

5. Top 30 Update — Dr. Kingsley gave a brief update on the Top 30 committee and UNIV courses. She mentioned that the feedback on the UNIV courses has been mostly good. Students in UNIV 1113 gave a 90% positive rating of the course. Some topics they thought were helpful include study skills, note taking, test anxiety, financial and time management.

Faculty Development Session — Dr. Kingsley informed everyone about a faculty development session to be held on January 6, 2014 from 1-5 p.m. Right now she is planning on having an open discussion and also some breakout sessions with demonstrations of various teaching practices. The VPAA recommended that the deans especially encourage faculty they know could really benefit from the training to attend.

Dr. Kingsley mentioned that the developmental education assessments provided a tentative list of learning/retention/successful completion outcomes. The Office of Teaching and Learning also compiled a list of tutoring facilities on campus and their current hours and are working on making that list more readily available to faculty and students. She mentioned that Lance Janda suggested putting it up somewhere on the website where it would easily be seen. Dr. Underwood also suggested putting this information on the Student Information Sheet and Syllabus Attachment (Common Syllabus).

6. Faculty requests for Blackboard shells for enhanced courses — Dr. Burgess asked that faculty turn in requests for enhanced shells to accompany traditional courses before November 30 for spring courses.

7. Academic Summary Update — Deans and directors reviewed the data provided by Dr. Oty on the types of classes offered.

8. Update on Early Alert Usage for Fall 2013 — Dr. Vanderslice stated that we may have to retrain faculty to use early alert strategically/when appropriate. Ideally, early alert should be used during the first week of class, after the first test, after the midterm, or before the drop date as opposed to when a student misses one class period. Dr. Vanderslice expressed appreciation for the use of early alert as the percentage usage has increased slightly in comparison to fall of last year.

9. Remaining Seat Report Update for Spring 2014 — Dr. Oty briefly explained the remaining seat report comparing November this year to November of last year.
10. Midterm Grade Participation — Dr. Vanderslice commended the Registrar’s Office for tracking down faculty who are supposed to submit mid-term grades. Mid-term grades are required for 2000 level courses and lower. Linda Phillips raised the question of why faculty are not required to submit mid-term grades for upper level courses as well.

11. Independent Studies — There needs to be continuity in how they are being handled. VPAA Vanderslice recommended that faculty offering independent studies provide students with a syllabus. She further stated that deans should not approve independent studies until they have received a syllabus from the faculty member. Independent studies should also be modified from face to face classes. She suggested that the deans work on getting a process in place for handling independent studies.

12. Discussion of Supervisor’s Training — Feedback on the supervisors’ training revealed that some supervisors were appreciative that some type of training was offered. Other issues that arose out of this discussion were that there could be separate training for faculty and staff in the future and possible topics to provide training on. The list includes:

- CU Guidelines/Policies
- Evaluations/Performance Improvement
- Basic Communication Issues
- Technology training (including how to read data)

Specific topics for staff training:
- Software training
- Performance Improvement
- Financial Transactions/ Budgets

13. Faculty Development Session — See 5. Above.

Other:
- A Teaching & Learning Series will be held on November 15th on Flipping the Classroom. The session will be led by Wendy Whitman-Cobb. A follow-up session will be held on November 22nd.

- There is still time for departments to schedule Degree Works training. Contact Linda Phillips/Mandy Husak to schedule the training for your department.

Important Dates:
- Council of Chairs – 8:00 a.m. on Wednesday, November 20, 2013
- Council of Deans – 2:00 p.m. on Wednesday, December 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
   • November 7, 2013
   • December 4, 2013
   • January 29-30, 2014
   • March 5-6, 2014
   • April 23-24, 2014
   • May 29-30, 2014
   • June 25-26, 2014
   ▪ Five Year Program Review – due November 15, 2013.
   ▪ State of Creativity Forum is November 19 (pre-forum is November 18). Information at stateofcreativity.com