Council of Deans – Minutes

Date: Wednesday, October 7, 2009  Time: 3:00 p.m.  Location: Admin Board Room

Members present:
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
Tom Sutherlin, Director, Institutional Research and Assessment
Sherry Young, Director, Library Services
Linda Phillips, Registrar
Sylvia Burgess, Associate Vice President for Academic Affairs
John McArthur, Vice President for Academic Affairs

Members absent:
Reza Kamali, Dean, School of Science and Technology

Corresponding Members:
Aubree Helvey, Assistant Vice President for Academic Affairs

Agenda and Notes

1. Approval of Minutes – September 1, 2009 Meeting
   Motion – Sylvia Burgess
   Second – Debbie Goode
   Approved

2. Enrollment and Retention – Handout from Council of Chairs work
   Discussion of Council of Chairs responses for work in progress
   Items mentioned by chairs for future consideration particularly with funding requirements
   should be built into the FY11 budget request.

   Dr. Young mentioned Tutor.com as another option. This is the parent company for the
   “Ask a Librarian” service that we use for 24/7 support. They provide good question
   summaries that allow adjustment of campus orientation and training classes.

3. Budget reduction reports due October 19, 2009
   Review President Ross’ email “State Budget Reduction” sent on September 16, 2009 and
   preview clarification memoranda from Vice President Pinkston dated October 2, 2009
   Please emphasize that these are plans only and not actual reductions at this time.
   Adjunct overload and summer budgets are not to be used in the calculation.

4. Higher Education Reauthorization Act review of implications and needs – Due
   Wednesday, October 28, 2009 – Handout
Distributed handout and asked for University and Academic Affairs implication review and response. The combined responses will be shared for editing and then forwarded to President Ross and Executive Council. An electronic copy will be provided by email. Additional information is available at http://www.okhighered.org/leg-info/heoa-resources.shtml

5. Announcements and Information Items
   a. College Central Network – Issues and Concerns
      None were raised.
   b. Articulation and Transfer – Handout of list of assigned institutions and organizations
   c. Information disposal and document retention
      A recent Banner training issue was mentioned. The university document retention handout will be distributed at next the Council of Chairs meeting.
   d. Procedural items
      i. Organizational chart and chain of command
         Please work through the organizational chain. There has been an increase in the number of faculty and staff going directly to the Office of the President and to the Office of Academic Affairs with routine issues that could be handled at the department or School level.
      ii. Travel requests should be completed 72 hours prior to departure
      iii. Vacation requests should be made and approved prior to the day of leave
      iv. Grant proposal intent and routing process – Handout
         The procedure developed by Dr. Wohlers requests twenty-one days for full consideration. Please do not assume that President Ross and I can drop what we are doing to write letters of recommendation and review grant proposals on the date due.
   e. Consideration of midterm grades
      We discussed mandating midterm grades for freshmen. This will also be presented to the memberships of Council of Chairs and Faculty Senate.
   f. Online learning and teaching resource – Handout on the Multimedia Educational Resource for Learning and Online Teaching (MERLOT)
      Early copies of the document were also provided to Dr. Leon Fischer for Agriculture and to Lisa Wolfe for Distance Learning. MERLOT provides subject matter modules and activities for an array of academic areas as well as online portfolio tools for faculty to use for annual evaluation and tenure and promotion packets.
   g. Post Audit and Low Productivity outcomes: Oklahoma State Regents for Higher Education Program Modification (deletion) paperwork should be completed and committee processed for the following programs:
      i. A.A.S. in Early Childhood Education (Did not meet proposed graduation targets)
      ii. B.S. in Natural Science (Low Productivity)
      iii. M.S. in Entrepreneurial Studies (Did not meet proposed enrollment or graduation targets)
iv. Certificate in Entrepreneurial Studies (Did not meet proposed graduation targets)
h. Cooperative Alliance Workshop, OSRHE, Tuesday, November 3, 2009
   Attendees for Cameron University will be AVP Aubree Helvey, Dean Kamali,
   and, if available, Chair Don Aguilar

6. Around the Table

Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
- Cameron University’s Department of Education and the CU chapter of the Student
  Oklahoma Education Association (SOEA) hosted students from the Great Plains
  Technology Center’s new pre-education program on October 7, 2009. This program
  focuses on career skills to become a successful teacher.
- Psychology program changes at the master’s level are being considered. The
  department is considering shifting the Alternate category towards service to students
  seeking the Licensed Professional Counselor designation.
- On October 30, 2009 we are hosting an Early Childhood Economic Development
  Seminar in conjunction with Success by Six.

Debbie Goode, Director, Information Technology Services
- Update on the Conficker Worm and the impact on campus computer services

Linda Phillips, Registrar
- The printed Spring 2010 schedule of courses will be available on Monday, October
  19, 2009. The online version should be posted starting October 12, 2009.

Susan Camp, Director, CU-Duncan
- CU@SC series will begin on October 23, 2009 with the Centennial Singers

Tom Sutherlin, Director, Institutional Research and Assessment
- PQIRs will be due from the Academic Deans by 4:00 p.m. on November 10, 2009.
- The Institutional Assessment Committee will ask for a list of program outcomes to be
  included with the documents
- The review meetings will be held in CETES Conference Center Room B in response
  to concerns raised by department chairs last year.
- Suggested adding Prior Learning Assessment to the expertise list for our site team for
  the Higher Learning Commission visit

Buddy Odom, Dean, School of Business
- The Business Building dedication will be held at 5:30 p.m. on November 4, 2009.
- Dean Odom described his outreach visit to Amarillo College. Teacher preparation
  was an area of particular interest as was the Master of Science in Organizational
  Leadership
- A group will be going to Midwest City on October 30, 2009 for the Governors Cup
  orientation meeting

Sylvia Burgess, Associate Vice President for Academic Affairs
- There will be a taskforce on distance education meeting next week. Topics will
  include requests for development of courses which have already been developed
  previously and a review of best practices.
- Update on arrangements with Fort Sill for Culture and Foreign Language content
  delivery
- Summary of visit to GEO prison with Dr. Kingsley to review academic needs. An interest in ITV was mentioned.
- Hybrid classes will appear in the Spring 2010 schedule of courses as HYB. This should assist international students with restrictions on online enrollment. Online fees will be charged. The development approval process is similar to the online course process.

Von Underwood, Dean, School of Liberal Arts
- The fall concert season is starting
- BRATS film on “Our Journey Home” will be shown on campus on October 20, 2009.
- DaVinci Awards call for nominees was announced including the Martin Scholars award of $3,000.

Sherry Young, Director, Library Services
- Library catalog software has been improved including the interface. A copy of the website interface at [http://www.cameron.edu/library](http://www.cameron.edu/library). The interface allows search of books and articles in a single search through WorldCat.

John McArthur, Vice President for Academic Affairs
- VPAA will be offcampus on October 8, 2009 to present at the Student Veterans Conference
- Please remember the Endowed Donor Dinner on October 13, 2009
- Endowed Lectureships have been approved. A revised call will go out for the unclaimed or unawarded Endowed Lectureships.
- We are considering converting classified staff from monthly to biweekly payroll in order to put money into their hands more frequently. No reduction in benefits or compensation would occur as a result of any change.

7. Upcoming Meetings and Events

a. Council of Deans – 3:00 p.m. on Tuesday, November 3, 2009
b. Council of Chairs – 3:00 p.m. on Tuesday, November 10, 2009 in HH107
c. Regents Meeting Dates (for curriculum proposal purposes) – Agenda items are typically due at least four weeks in advance of the meeting date
   i. The University of Oklahoma Board of Regents
      1. November 4-5 Lawton (Business Building Dedication)
      2. December 1-2 Norman
      4. March 24-25, 2010
      5. May 13-14, 2010
      7. September 13-14, 2010
      8. October 27-28, 2010
      9. November 30-December 1, 2010
   ii. The Oklahoma State Regents for Higher Education (dates at [http://www.okhighered.org/state-system/meeting-dates.shtml](http://www.okhighered.org/state-system/meeting-dates.shtml))
      1. October 22, 2009
      2. December 3, 2009
d. Banner Dates (Get latest dates at C:\jmcarthur\VPAA\Meetings\ExecutiveCouncil\Banner_HLC_Dates)
   i. Go Live Dates
      1. Human Resources January 2010
      2. Finance January 2010
      3. Advancement January 2010
      4. Luminis (Aggie Access) January 2010
      5. Financial Aid February 2010
      6. Student March 2010 (for Fall 2010)
      7. Accounts Receivable July 2010
   ii. Chair, faculty, and staff training commences – Fall 2009 through March 2010
e. HLC Self-study and site visit dates
   i. Self-Study draft completed – December 15, 2009
   ii. Dissemination of Self-Study and comment period – February 2010
   iii. Campus contingent attends HLC Annual Meeting – April 2010
   iv. Site Visit – November 8 – 10, 2010
f. Endowed Positions Donor Appreciation Dinner – Tuesday, October 13, 2009
g. Budget Reduction Recommendations due to VPAA – Monday, October 19, 2009
h. Higher Education Reauthorization Act review of implications and needs – Due to VPAA by Wednesday, October 28, 2009
i. Cooperative Alliance Workshop, OSRHE, Tuesday, November 3, 2009
j. Aggie Sneak Peek – Saturday, November 7, 2009
k. Oklahoma Research Day – Friday, November 13, 2009 at Northeastern State University in Tahlequah, Oklahoma
l. Hackler Teaching Award Reception at CU-Duncan – Tuesday, November 17, 2009

8. New Business

   No new business was presented

Meeting Adjourned at 5:15 p.m.