Council of Deans – Minutes

Date: Tuesday, March 1, 2011  Time: 3:00 p.m.
Location: Administration 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
Reza Kamali, Dean, School of Science and Technology
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
Sylvia Burgess, Associate Vice President for Academic Affairs
John McArthur, Vice President for Academic Affairs

Members absent:
None

Agenda and Notes

1. Approval of Council of Deans Minutes – February 1, 2011 Meeting (Virtual and asynchronous) - Approved

2. Announcements and Information Items

   a. Academic Festival VII update – Afghanistan: Its Complexities and Relevance (Handout) – We reviewed the speakers to date and tentative schedules. The academic deans were asked to encourage usage of related subject matter in the appropriate classes and academic activities during the 2011 – 2012 academic year.

   b. Academic Plan will be due to OSRHE in July (Handout)
      VPAA McArthur distributed a template and targeted requests for input and information by June 1, 2011 particularly for new program requests.

   c. General Education Assessment Update (Karla Oty) (Handout)
      Karla Oty reviewed the outcomes of the General Education PQIR presentations and discuss with the General Education Committee regarding the state of general education at Cameron University. There is interest in revisiting the wording of our general education learning outcomes.
d. Program Assessment Update – Student Learning Outcomes Workshops (Karla Oty)
A workshop on February 25 allowed faculty an interactive opportunity to write and discuss student learning outcomes. An additional workshop will be held on March 4. The faculty response has been mixed based on the degree of engagement with the student learning process.

e. Legislative Update (Handout)
VPAA McArthur provided a summary of pending legislation that may impact higher education and Cameron University.

f. Scheduling of courses – Use standard scheduling formats and times unless written approval for an exception has been received from the VPAA.

g. Advising Center Update
i. Advisor training (interest session on March 2 with follow up on March 9)
ii. Faculty compensation (Policy draft handout including options for inload and service overload payments)
iii. Advisor listings in AggieAccess (Handout) allow advisors to see advisees and students to find his or her advisor including email functionality
An unresolved issue remains – how do we identify program majors and share that information in a useful manner to the departments while protecting student privacy?

h. WeaveOnline training for strategic planning and assessment (Karla Oty) (Handout)
Weave training continues. We will “practice” with the data used for the 2009-2010 reports during the 2010 PQIR process. Any data entered will roll over and be available for the 2010-2011 cycle which will commence June 15, 2011. Plan 2013 is loaded into the software as are the HLC criteria.

i. External proctoring at Fort Sill will be discontinued on June 1, 2011.

j. Distance Learning Timelines (Sylvia Burgess)
AVPAA Burgess provided a handout with timelines and important dates related to the distance learning curriculum development and delivery process. This handout has also been posted on AggieAccess.

k. Around the Table for Announcements
   i. Linda Phillips, Registrar: The online schedule does not mean that the deadlines for submission do not matter. Late submissions cause work flow problems with end of semester and start of semester activities.
ii. Reza Kamali, Dean, Science and Technology
   1. ROTC was recognized as 3rd of 272 units nationally
   2. 6 CU students were selected for the 28 slots available for the INBRE Summer research experiences.

iii. Debbie Goode, Director, ITS reminded the group of the upcoming system outages on March 17 and 18 for upgrades

iv. Susan Camp, Director, CU-Duncan announced a CU@SC event on April 1, 2011

v. Sylvia Burgess, Associate Vice President for Academic Affairs, thanked the deans for their support in identifying and encouraging faculty to participate in the IDS student learning outcomes development process.

vi. Von Underwood, Dean, School of Liberal Arts
   1. announced JazzFest on March 3, 2011
   2. The CU Debate team won the state tournament.
   3. The Brad Henry Scholars deadline will be April 1, 2011 for Fall 2011 and Spring 2012 consideration

vii. John McArthur provided a construction update on the Academic Commons and changes to the Shepler Center including moves by Public Safety, Health and Physical Education, and the Testing Center.

3. Discussion Items (Buddy Odom, Ronna Vanderslice, Von Underwood, Reza Kamali, Karla Oty, Sylvia Burgess, and John McArthur)

   a. Retention and Graduation Benchmarks by Department – review of materials distributed to Council of Chairs members on February 8, 2011. We will start tracking within program. We will also track persistence semester to semester so we can make differential assessments. Benchmarks have been established including a request for program plans to meet those benchmarks. Please encourage chairs and faculty to focus on retaining and graduating students and not on quibbling over a percentile point or an assigned percentile increase. The financial support available is in the $30,000 to $50,000 range. This is not sufficient for personnel requests.

   b. Academic Personnel Usage Summary and discussion about equitable load distribution – class size and number of preparations (Handouts)
      Review S6L – number of overloads and number of preps. VPAA McArthur asked for the Deans to review if we are consistently over assigning or overloading the same faculty each term. If we consistently teach four preparations per term per faculty member either the curriculum is too large or we don’t have enough student demand to warrant sufficient faculty to carry the curriculum or program.
4. Upcoming Meetings and Events
   a. Council of Chairs – 3:30 p.m. on Tuesday, March 8, 2011
   b. Council of Deans – 3:00 p.m. on Tuesday, April 5, 2011
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents
         | Board Meeting Dates | Topics Due | Agenda Items Due | Location |
         | January 26-27, 2011 | December 1 | December 8       | Oklahoma City |
         | March 22-23, 2011   | February 14 | February 17     | Norman |
         | May 12-13, 2011     |             |                 | Norman |
         | June 20-22, 2011    |             |                 | Ardmore |
         | September 19-20, 2011|             |                 | Tulsa/Claremore |
         | October 26-27, 2011 |             |                 | Lawton |
         | Nov. 30-Dec. 1, 2011|             |                 | Norman |
      ii. The Oklahoma State Regents for Higher Education
         1. Thursday, February 3, 2011, 9 a.m.
         2. Thursday, March 10, 2011, 9 a.m.
         3. Thursday, April 21, 2011, 9 a.m.
         4. Thursday, May 27, 2011, 9 a.m.
         5. Thursday, June 23, 2011, 9 a.m.
         6. Thursday, September 8, 2011, 9 a.m.
         7. Thursday, October 20, 2011, 9 a.m.
         8. Thursday, December 1, 2011, 9 a.m.
   d. Phi Eta Sigma Freshmen Honor Society Induction – March 3, 2011 at 6:30 p.m. in CETES Conference Center
   e. Academic Advising Center Faculty Training on March 2 and March 9, 2011
   f. CU Saturday – Saturday, March 5, 2011 at 9:00 a.m. in the University Theatre
   g. Governor’s Global Education Conference – March 9, 2011 at Rogers State University in Claremore, Oklahoma (Cancelled)
   h. Scholarship Appreciation Dinner – March 10, 2011 at 6:30 p.m. in the MCC McCasland Ballroom
   i. Banner services offline for upgrades (includes AggieAccess and Cognos(ODS) ) – March 17-18, 2011
   j. Fort Sill Graduation – April 28, 2011 at 4:30 p.m. at the Resiliency Training Center
   k. Academic Plan input due to VPAA – June 1, 2011

5. New Business
   None presented

Meeting adjourned at 5:30 p.m.