

## Council of Deans - Minutes

Date: Wednesday, September 23, 2015

Time: 2:00 p.m.

Location: Administration Boardroom

### **Members and Staff Representatives present:**

Ronna Vanderslice, Vice President for Academic Affairs

Sylvia Burgess, Associate Vice President for Academic Affairs

Marge Kingsley, Assistant Vice President for Academic Affairs

John Camey, Dean, School of Business

Lisa Huffman, Dean, School of Education and Behavioral Sciences

Von Underwood, Dean, School of Liberal Arts

Terry Conley, Dean, School of Science and Technology

Susan Camp, Director, CU-Duncan

Karla Oty, Director, Institutional Research, Assessment, and Accountability

Debbie Goode, Director, Information Technology Services

Sherry Young, Director, Library Services

Linda Phillips, Registrar

Mandy Husak, Academic Affairs Coordinator

Vinetta Buchanan, Academic Affairs Specialist

### **Agenda and Notes**

- ❖ Approval of Council of Deans Minutes – August 5, 2015 Meeting (Handout) – **The minutes were approved with one edit.**

- ❖ Discussion Items:

1. Copyright compliance policy—AVP Burgess discussed the new copyright compliance policy which provides a summary of U.S. copyright law as it relates to the university. She stated that the policy is more applicable to faculty but involves everyone on campus. University-wide training will be held in the near future, with one training for faculty and staff and a separate training for students. AVP Kingsley mentioned the possibility of making it part of a UNIV course.
2. Real ID Act—VPAA Vanderslice shared information on the Real ID Act, a federal policy to make IDs secure. Since Oklahoma's driver's licenses and identification cards do not meet the minimum security standards, beginning October 11, they will not be accepted at federal facilities as a valid form of ID. Starting January 1, airlines will also not accept Oklahoma driver's licenses or identification cards. Persons who need to travel by airplane will need to obtain a passport.
3. 2016-2017 Academic Calendar—VPAA Vanderslice provided a draft of the proposed academic calendar for 2016-2017. The calendar has been distributed across campus. Feedback will be considered before the final version is sent to President McArthur for approval.
4. Tuition waivers and scholarship process—VPAA Vanderslice shared that there isn't a consistent process for awarding scholarships and tuition waivers across campus. The awards are given out at different times of the semester and processes are not in place in all departments to ensure equal access for all students. Dr. Vanderslice stated that we need to develop a timeline and a centralized process for these awards. Departments would still have control of developing criteria and selecting recipients, but VP Horinek's office may (in the future) assist with developing centralized processes. Linda Phillips mentioned that if software is used then the software has to be able to integrate with banner. AVP Kingsley pointed out that Student Support Services operates differently than the departments. She will discuss it with them to see what their specific needs would be.

5. IDEA evaluation format—VPAA Vanderslice and Dr. Oty explained the new situation with the IDEA evaluations. Sometime in the near future, IDEA will transition out of paper evaluations and only the mobile version will be available. Advantages of the mobile version include that it is less time consuming since the administrative assistants won't have to type the student comments, it increases confidentiality, and it provides real time feedback. With the mobile version, students would go to a site and log in with their Cameron ID and password then they would have one link with all their courses. Dr. Vanderslice stated that we would address the feedback we received from the pilot mobile evaluation last fall.
  6. Early Alert Update—Dr. Oty provided an update on early alert usage. As of August 26<sup>th</sup> (just after the first week of classes), early alert usage was at 53.6%. The feedback received on the changes to the system include that it is easier to use and some of the new options are helpful.
  7. Enrollment Update—Dr. Oty provided an update on enrollment. As of census day, enrollment was down 6.17% in total students and down 3.16% total hours.
  8. Remaining Seat Report—Dr. Oty provided a report on the remaining seats. She stated that this report would be helpful in planning sections for the spring semester.
  9. Dean Camey shared that on October 9 the School of Business is having a speaker on Linked In. More information will be provided later.
- ❖ The meeting adjourned at 2:55 p.m. so we could attend the Open House in the Office of Teaching and Learning.