Council of Deans – Minutes

Date: Wednesday, April 1, 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
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
Vinetta Stanton, Educational Project Specialist

Members and Staff Representatives absent:
John Camey, Dean, School of Business
Mandy Husak, Academic Affairs Coordinator

Agenda and Notes

- Approval of Council of Deans Minutes – February 4, 2015 Meeting (Handout) – Approved.

- Discussion Items:

  1. Budget expectations 2015-16; current year budget reminders—VPAA Vanderslice informed the Deans and Directors that if there were to be any budget cuts, they would most likely be in faculty lines. It is likely that open positions will not all be filled, but each one will be considered. VPAA Vanderslice has discussed in detail with the Deans and Directors the position requests that they submitted. Updated requests should be submitted.

     Dr. Vanderslice also asked the Deans to pay attention to the deadlines for spending Endowed lectureships, Academic Initiatives, Undergraduate Research, and Assessment funds.

  2. Increasing IDEA Response Rates and discussion of online administration—VPAA Vanderslice mentioned that increasing IDEA response rates has been discussed at Council of Chairs and Faculty Senate. She specifically informed the Chairs that when a department has faculty on tenure track or who go up for promotion, Chairs need to ensure that they have feedback on IDEA evaluations. All faculty on tenure track must have multiple semesters of feedback as described in the Faculty Handbook to be considered for tenure or promotion.

     There was also discussion about the feasibility of switching to the online administration of IDEA evaluations. Dr. Oty stated that institutions who have had good response rates for paper evaluations have also had good responses for online. The mobile app has a lot of promise, but based on the feedback from faculty who did the pilot, it does not seem like a viable option for us right now. Dr. Oty mentioned that IDEA will phase out paper forms within the next few years.
The Office of Institutional Research, Assessment and Accountability sends out the IDEA forms the 3rd/4th week of January. VPAA Vanderslice asked the Deans to share ideas within their school for increasing response rates.

3. Faculty Senate Updates—VPAA Vanderslice shared that the Faculty Committee is looking at an excused absence policy for students. She encouraged the Deans to bring up the discussion in their school.

4. Policy Review—VPAA Vanderslice stated that one of our initiatives for this year is to create a list of Cameron’s policies and how often they should be reviewed. She noticed that all of our policies are not listed on the website. Deans should also keep a list of departmental policies and dates to be reviewed. If it’s a procedure, still keep it on a list and track how often it should be reviewed (e.g. every year). Every policy should be reviewed at least every 5 years; some more frequently.

5. Process for Staff Evaluations—VPAA Vanderslice pointed out that Deans and Directors do not need to fill out the self-evaluations on Wingspan as we will follow our usual system of annual planning. All staff evaluations must be reviewed by the supervisor prior to finalizing them. Deans and Directors will review staff evaluations and submit to Dr. Vanderslice. Dr. Vanderslice approves the evaluations then the Deans and Directors should discuss it with their staff.

6. Early Alert Usage—Dr. Oty provided an update on Early Alert Usage for the spring which is up to 75.8%.

7. Retention and Graduation Rates for Oklahoma Institutions—Dr. Oty provided a comparison of Cameron’s retention rate as compared to our Oklahoma peers and OSRHE peers. Discussion ensued.

8. Assessment calendar—Dr. Oty mentioned that the timeline and expectations are basically the same except that one new analysis question was added.

9. Degree Update—Linda Phillips provided an update on degree completion rates. The current cohort list the Registrar’s Office is working on includes students with 100 hours and no degree. 167 students are on track for spring and summer graduation, which is approximately 24.4%.

10. Library Resources for Lawton community members—Dr. Young shared that the Cameron library is open to the community. Community members can get cards and check out books.

11. Teaching and Learning Update—AVP Kingsley provided an update from the Office of Teaching and Learning.

12. Retention Effort—AVP Kingsley talked about some of the ongoing efforts to improve our retention rates. She mentioned that up until 2 years ago, first time students were achieving a first semester GPA of below 2.0. She expressed that three things lead to retention: academic success, student engagement and financial stability.

Reminders:
1. WingSpan staff evaluations will launch today and be due May 15th.
2. Quarterly update for planning document due April 15th.
3. CEP Meeting at UCO on September 17—Volunteers needed to represent the following disciplines: Child Development, Computer Science, Criminal Justice, Early Childhood Education, Engineering, History, Mathematics, Music, Philosophy, Psychology.

The meeting adjourned at 3:45 p.m.