Council of Deans – Minutes

Date: Tuesday, November 3, 2009  Time: 3:00 p.m.  Location: Admin Board Room

Members present:
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:
Buddy Odom, Dean, School of Business
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 – October 13, 2009 Meeting
   Motion – Ronna Vanderslice
   Approved

2. Announcements and Information Items
   a. Introduction to Aggie Access – Zeak Naifeh (Handout)

   b. Awards for institution, faculty, staff, and students
      Discussion of Award Nominations – make an effort to identify awards for institution and individual faculty/staff/students. This is listed as a Faculty Handbook duty of the VPAA, Deans, and Chairs. The Honors Council should play a role in identifying and nurturing applications and applicants for Goldwater, Watson, Fulbright, etc.

   c. Representative Ann Coody will be recognized for her legislative support of Higher Education by Chancellor Johnson, Regent Burgess, and others at Cameron University on Monday, November 16, 2009 at 11:30 a.m. A light lunch will be provided. (A campus crowd of 50 to 70 is desired. Probable location is the McMahon Complex in Cameron Village.)

   d. DaVinci Institute Awards Announcements (Handouts)
      i. Martin Scholars – First Year Teachers and Service Learning
ii. Annual Fellows Award
An internal nomination path needs to be established with due dates since the number of nominations per institution is limited.

e. Review Fall 2009 Final Schedule for conflicts
This is our first finals week under the 4+3 calendar please check for conflicts in time and space. (Handout – UNIV 1001 schedule as an example)

f. Scheduling
A discussion was held about faculty members using the classroom as a bully pulpit for airing their personal views and asking students to go to members of the administration on their behalf. If chairs are not able to figure out a reasonable scheduling algorithm, please assist them.

g. A group of Girl Scouts will be on campus on April 17, 2010 – academic programming needed in health and physical education, math, art, and the sciences. Robin Cates of the Western Oklahoma Girl Scouts would like to visit with a K-12 age group. She would like Health and PE type activities for K-3 and Math, Inventions(SciTech), and Art for 4-12. How can we help with faculty and staff? AVP Burgess expressed interest in this project. No duty assignments were made. More details will be needed.

3. Discussion Items
   a. Computer Replacement Procedure – Draft for Discussion (Handout)
      Per Debbie Goode, the handout was discussed at the October I.T. Steering Committee with the plan for everyone to gather input and discuss and take action at November’s meeting. There was no expressed concern other than the need to add more computers to the university computer rotation. The last sentence of the handout was considered confusing.

   b. Advising and Enrollment during Fall Break and Spring Break
      Should we have skeleton crews available for student enrollment over Fall Break and Spring Break? This would require a generalist advisor, admissions, and registrar resources. A central location is preferred rather than tracking offices across campus. The student audience would be primarily second 8-week enrollment. Linda Phillips will assess Registrar and Admissions needs. Deans will assess faculty advising needs. This item will be included on the December agenda.

   c. Opportunity for Summer Camps for different groups
      We discussed opportunities for a different array of summer camps than the current discipline centered offerings. Specific possibilities mentioned were rising junior and senior OHLAP camps, a camp for disadvantaged girls, and a crime scene camp with components for writing, journalism, science, law, and criminal justice, a gifted and talented summer camp. This item will be revisited after further consideration on the December agenda.
4. Around the Table

Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
- Friday, we hosted a successful Early Childhood Summit with over 150 attendees in CETES.
- Representative Coody visited CU classrooms to view reading instruction. Specific mention was made of Dr. Lynda Robinson’s lecture on phonics

Sherry Young, Director, Library Services
- Native American Month exhibit on Fort Sill Indian School prepared by Comanche Nation College
- Emeritus Professor David Miller will be speaking on the 20th at 2:00 p.m. in the library on the Fort Sill Indian School.
- An experiment putting an information desk on the second floor of the library has increased student traffic. The interlibrary loan staff will move upstairs as well.

Susan Camp, Director, CU-Duncan
- CU@SC series with the Centennial Singers went well
- The Hackler Award Reception will be on November 17.
- In April 2010, the branch campuses national meeting will be held in Tulsa at the Renaissance Hotel and NSU-Broken Arrow. The theme will be *Adult Learners: A Diverse Population*.

Linda Phillips, Registrar
- Banner conversion and Spring 2010 enrollment continue

Debbie Goode, Director, Information Technology Services
- Help Desk work orders are working again as of today
- The Core Switch will be upgraded starting at 6:00 p.m. on November 13, 2009. This will take down almost all university computer systems. AVP Burgess will post a note to online classes regarding the outage.

Sylvia Burgess, Associate Vice President for Academic Affairs
- See above.

Von Underwood, Dean, School of Liberal Arts
- Country Jazz Fusion will be on Thursday night. Ticket sales are needed.
- The fall theatre production of Iphigenia at Aulis is shaping up to be very good.

Tom Sutherlin, Director, Institutional Research and Assessment
- Three surveys related to PQIRs are due this week.

John McArthur, Vice President for Academic Affairs
- Please use paper memos and letters for official university business particularly if a recommendation requiring approval is made.
- Deans are not a rubber stamp for approvals and substitutions. Please keep academic standards at a high level. As you see patterns of advisor or chair errors and lack of standards, please provide development activities first, followed by downward evaluation, followed by disciplinary action.
- We will turn off the “student delete” button on Blackboard. It is unfair to ask the faculty member to play the role of Registrar. We will make this process more like rosters for face to face courses. A specific concern was recovering the date of last attendance.
• Academic student travel beyond routine class travel should go through Lani Malcolm.
• SGA discussion on more and longer library hours
• Feedback on Security Breach Notification letter has been minimal
• We will need an icon or some other indicator on computers in the university computer labs for the HLC student survey

5. Upcoming Meetings and Events
   a. Council of Deans – 3:00 p.m. on Tuesday, December 1, 2009
   b. Council of Chairs – 3:00 p.m. on Tuesday, December 8, 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)
          1. 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. Higher Education Reauthorization Act review of implications and needs – Due to VPAA by Wednesday, October 28, 2009
   g. Business Building Dedication at 5:30 p.m. on Wednesday, November 4, 2009
   h. Aggie Sneak Peek – Saturday, November 7, 2009
   i. Network outage for Core Switch Replacement starting at 6:00 p.m. on Friday, November 13, 2009
j. Oklahoma Research Day – Friday, November 13, 2009 at Northeastern State University in Tahlequah, Oklahoma
k. Legislative Recognition of Rep. Ann Coody – 11:30 a.m. on Monday, November 16, 2009
l. Hackler Teaching Award Reception at CU-Duncan – Tuesday, November 17, 2009

6. New Business

No new business was presented

Meeting Adjourned at 5:15 p.m.