Council of Deans- Minutes

Date: Wednesday, October 2, 2013
Time: 2:00 p.m.
Location: Administration Board Room

Members and Staff Representatives present:
Ronna Vanderslice, Vice President for Academic Affairs
Marge Kingsley, Assistant Vice President for Academic Affairs
Sylvia Burgess, Associate Vice President for Academic Affairs
Susan Camp, Director, CU-Duncan
John Camey, Dean, School of Business
Howard Kuchta, Interim Dean, School of Education and Behavioral Sciences
Von Underwood, Dean, School of Liberal Arts
Terry Conley, Dean, School of Science and Technology
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Debbie Goode, Director, Information Technology Services
Linda Phillips, Registrar
Sherry Young, Director Library Services
Mandy Husak, Academic Affairs Coordinator
Vinetta Stanton, Educational Project Specialist

Agenda and Notes

❖ Approval of Council of Deans Minutes – September 4, 2013 Meeting (Handout) - Approved with a few corrections.

❖ Discussion Items:

  o There was a brief discussion about how the government shutdown was affecting our military population — Military students not allowed to enroll in any class with a start date of October 1 or after; tuition assistance is suspended until further notice.

1. Convocation and Investiture — If faculty are teaching classes, they are allowed to take their students with them. Faculty will wear regalia for the Investiture and will have special seating. Staff members can attend but are not required to wear regalia unless they are processing.

2. Advisor lists and enrollment — Dr. Vanderslice advised that the faculty look at what a student’s major is before enrolling them and do not enroll them if they’re not your major. Open enrollment starts October 22. Around November 14th, Dr. Oty will start sending the spring advisor lists as well.

3. Annual Plan Progress Report — Include major initiatives for 2013-2014 such as:
   i. Implementation of Degree Works – We are still trying to get the faculty more involved with the use of Degree Works and to see it as a retention tool. Many still like the one page checksheet. Linda Phillips stated that they want faculty and
advisors to use it first so that they can spot any glitches before it is open to
students in the spring. She is willing to offer Degree Works training for the
departments if the faculty and advisors feel like it would help them.

ii. Reverse Transfer and Technology courses with 2 year schools

The Annual Plan Progress Report is due October 16.

4. Five Year Program Review — VPAA Vanderslice reminded Dean Underwood and Dean Conley that their five year program reviews for the School of Liberal Arts and the School of Science and Technology are due by November 15.

5. Strategic Marketing Affiliates (SMA) — Cameron University has worked with SMA, a company that provides licensing to vendors. The goal is to ensure that products that have our name and logo are what we want represented. Departments should provide a vendor list of companies that they use or would like to use for t-shirts and promotional items. Some of these companies may already be on the list. Any new vendors that a department would like to use in the future can be added.

6. UNIV Update — Dr. Kingsley shared that there have been some drops from the UNIV courses. However, she also expressed that most of them appear to be a total drop where the student has left the university on a whole rather than just the UNIV course.

7. Explanation of Faculty Appointment — VPAA Vanderslice gave a reminder that the Explanation of Faculty Appointment forms are due. The department administrative assistants can prepare them but the faculty must check and sign them. The deans mentioned that they would like to know what specifically the form is used for and that maybe it could be revised to be more useful. VPAA Vanderslice said that she would find out. Dr. Oty mentioned that the form probably needs to be revised anyway to say Vice President for Academic Affairs instead of Provost.

8. Audits for this year: School of Science and Technology and IT — VPAA Vanderslice congratulated the School of Science and Technology on their successful audits conducted this year.

9. Faculty Awards — the deadline for Faculty Awards nominations has been extended to October 12.

10. Degree Online Status — VPAA Vanderslice provided a list of the programs offered at Cameron and their online status. Questions arose as to how the list was measuring online status – for example, by major. Lisa Restivo and Mandy Husak will work on getting the list accurate.

11. Retention and Graduation Rate Update — Dr. Oty discussed a report showing the number of students who transfer from Cameron to other schools. She also provided handouts to each of the deans with their retention numbers and copies for each of their department
chairs. VPAA Vanderslice asked what the departments are doing with the numbers. She recommended that the deans discuss with their chairs what the retention goal is for their department and what they are doing to address it.

12. Early Alert Usage Update — Dr. Oty provided an early alert update. VPAA Vanderslice asked that the deans continue encouraging faculty to use early alert.

13. Sharing Positive News — Janet Williams was invited to discuss how positive news about our faculty, staff and students can be shared. She stated that she would like to see more news feed on the academic side. Some possible avenues for sharing news may be the Cameron Magazine, the Lawton Constitution and the Cameron Collegian. Events that are open to the public may be shared as Press Releases. Some positives she mentioned about sharing this news is that it builds students’ confidence and it helps the community and Cameron by providing an awareness of our events.

❖ Other Items:
Dr. Kingsley informed everyone that the Teaching and Learning series would begin next Wednesday, October 9, at 2 p.m. with Dr. Mark Morvant and Stacy Zemke from the University of Oklahoma who will do a presentation on Using Open Source Material and Custom Textbooks.

❖ Important Dates:
- Council of Chairs – 8:00 a.m. on Wednesday, October 16, 2013
- Council of Deans – 2:00 p.m. on Wednesday, November 6, 2013
- Regents Meeting Dates (for curriculum proposal purposes)
  - The University of Oklahoma Board of Regents
    - Board Meeting Dates | Topics Due | Drafts Due | Location
    |-----------------------|----------|-----------|-----------|
    | October 23-24, 2013   | September 3 | September 16 | Lawton   |
    | December 5-6, 2013    | October 7  | October 21  | Norman   |
- ii. The Oklahoma State Regents for Higher Education
  - October 23, 2013
  - November 7, 2013
  - December 4, 2013
  - January 29-30, 2014
  - March 5-6, 2014
  - April 23-24, 2014
  - May 29-30, 2014
  - June 25-26, 2014
- Cameron is hosting Three-Mile Thursday for the Lawton Chamber at 5:30 pm on Thursday, October 3. Faculty, staff, and students are invited! The walk starts at the Chamber of Commerce offices.
- Convocation - October 4, 2013; 10 a.m.
- Ethics Bowl - October 4, 2013; 1-5 p.m.
- Bhattacharya Research Excellence Award Call for Nominations due October 4.
- Cameron is sponsoring a water stop at the Spirit of Survival on Sunday, October 6th from 7:30-11:00. Volunteers are still needed!
- By October 7th, the Academic Programs, the Library, and the Office of Teaching and Learning should have all of their information entered into WEAVEonline and designated as “final.”
- Cameron House Open House for Faculty and Staff – October 10 from 4:00-6:00 pm
- Vendor list due to Josh Lehman – October 11
- Online degree status updates due on October 11.
- Extended deadline for Faculty Awards October 11.
- Deadline for faculty and chair to meet to revise annual plan is October 15, 2013.
- Promotion and Tenure interests due in writing-October 15
- Annual Plan Progress Report due October 16
- Investiture for President McArthur will be held October 23, 2013 at 4:00 pm
- DaVinci Institute Fall Forum is October 25, 2013 at ECU from 9:30 am-3:00 pm; contact tchubb@ecok.edu.
- Explanation of Faculty Appointment due October 31, 2013.
- Aggie Sneak Peek November 2, 2013.
- Five Year Program Review – due November 15, 2013.
- State of Creativity Forum is November 19 (pre-forum is November 18). Information at stateofcreativity.com