Council of Deans – Minutes

Date: Tuesday, July 7, 2009          Time: 3:00 p.m.     Location: Admin 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
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:
Reza Kamali, Dean, School of Science and Technology

Corresponding Members:
Aubree Helvey, Assistant Vice President for Academic Affairs

Guests:
Albert Johnson, Vice President for University Advancement
Hillary Ashton, Director of Development

Agenda and Notes

1. Approval of Minutes – June 2, 2009 Meeting
   Approved

2. Guest Presentation – Vice President Albert Johnson – University Advancement
   a. Dave Maloney has been hired as a consultant to assist us with a development plan. He is formerly with OU and has led numerous successful initiatives and campaigns.
   b. Please update your School or unit “wish lists” in categories of under $1,000, $1,000 to $5,000, and over $5,000 for the Advancement Office to have on hand for donor interests.
   c. Targeted School fundraising initiative – let the Advancement Office help and please tell Albert Johnson or Hillary Ashton about your contacts so that we may coordinate and prevent interference
   d. Please provide an advance copy of department and School newsletters to Jennifer Bowen in Alumni Affairs so she may help validate mailing lists, prevent letters to deceased alumni, and help save wasted postage for mailings. If room is available in your newsletters, she would be happy to provide inserts for upcoming Alumni Association events, Homecoming, etc.
3. Announcements and Information Items

a. New Director of Personnel – Maurissa Buchwald
Opportunities are under development for staff training, implementation of employee training programs such as Chemical Hygiene, sexual harassment, etc., new search and screen procedures, particularly advertising, will be implemented.

AVP Burgess described plans to produce and provide “Welcome to Lawton” and “Welcome to Cameron” packets for prospective employees.

b. New Director of Distance Learning – Lisa Wolfe
New development and delivery rates as well as clearer instructions are under development for Fall 2009.
An update of training processes and the distance learning website are in progress.

c. CU Supports You (Handout)
   i. Increased Student Scholarships
   ii. “Cameron Free Books”
   iii. Tuition Payment Plan
   iv. Displaced Worker Assistance
   v. Yellow Ribbon Program for Veterans
   vi. Support for Military Spouses
   vii. Emergency Loan Program

VPAA McArthur provided an overview of the initiatives. The initiatives allow the university to move forward in benefit to students using one-time funds.

There were follow up questions about how students know about signing up for the payment plan and if the students could do the paperwork at a distance.

(Per communication with Associate Vice President Glover – Students do not have to sign up. All they have to do is determine their payment and make their payment by the 15th of each month. If the account balance paid on October 15th or March 15th is least 75 percent of their tuition and fee owed, they will not be placed on an enrollment hold. See http://www.cameron.edu/cusupportsyou/tuition for more details.)

d. Freedom to Learn (Laptop computers for soldiers in online courses)

e. Catalog update

Curricular modification must have been approved by OU Regents and preferably by OSRHE before entry into university documents such as the Catalog.

Tom Sutherlin observed that we need a guide for faculty on how courses and programs are approved and modified.
f. Degree Program Substitutions and Waivers

Form C10 was distributed and discussed. Dean approval is required. If specific substitutions or waivers are common, then curricular modifications are indicated. Signed forms should be attached to degree check sheets.

AVP Burgess asked the group to strongly encourage students to have degree checks performed a year in advance of the anticipated graduation date in order for the student to have time to address shortcomings in meeting program and other degree requirements.

g. Off campus during business hours – sick leave, travel request, or annual leave as appropriate

Deans and Directors are administrators and expected to be on campus and available during regular business hours. During meetings and off campus engagements please assure that the staff members answering your office phone have been coached on proper etiquette for fielding queries.

h. School and Department Newsletters – Please provide a courtesy copy to President Ross and to Community Relations when you make a distribution. They are not requesting approval but only wish to see the final product.

i. A new adjunct rate schedule will be announced at Council of Chairs on July 14, 2009. Zone rates will be eliminated.

A request was made to modify the load forms to include instructions for what items are to be listed on which form, such as ITV, online, adjunct, overload, and administrative assignments, and to have the forms in an electronic spreadsheet form for submission.

4. Around the Table

Linda Phillips, Registrar
  • Banner work continues

Susan Camp, Director, CU-Duncan
  • ASCOG related query about what courses and programs are available at the Duncan campus for students

Debbie Goode, Director, Information Technology Services
  • Banner update – The second round of data conversion is in process. This will be the next to last rehearsal.
  • The PC order with Dell is in process. Dell will provide imaging and installation services this year. The desktop computers will arrive at the end of July. Laptops are here now.

Tom Sutherlin, Director, Institutional Research and Assessment
  • Suggest a once a semester university focus meeting on a topic such as evaluation or budgeting
Sherry Young, Director, Library
- Cameron University’s Library co-hosted “Lincoln's Legacy of Equality: Voices on the Fringe,” the 2009 Oklahoma Chautauqua from June 16-20. The attendance was twice as high as in 2008. The topic for next year will be Reconstruction.
- Database access will be changing due to Oklahoma Department of Libraries and Oklahoma State Regents for Higher Education selections for statewide purchases. Please inform the academic units.

Buddy Odom, Dean, School of Business
- The move into the new Business Building is progressing including hanging pictures.
- Student interest in the Master of Science in Organizational Leadership continues to grow.

Von Underwood, Dean, School of Liberal Arts
- Music received notice of a ten year reaccreditation by the National Association of Schools of Music (NASM)
- The Department of History and Government Heartlands Teachers Institute program was a success.
- Summer camps: Art Camp in progress and Speech Camp starts on Sunday
- The DaVinci Institute will host a "New Renaissance: A Revolution of Creativity and Learning" Creativity Seminar at the University of Central Oklahoma Nigh Center on September 30.

Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
- The Camp of Champs, June 8 – 11, for students with disabilities and special needs at Quartz Mountain was a great event. Thirty-four special needs children were served and the seventeen CU students from a variety of majors on campus serving as counselors had a fantastic experience.

Sylvia Burgess, Associate Vice President for Academic Affairs
- No additional report

A five minute break was taken. The Academic Deans were asked to return, Tom Sutherlin and Sylvia Burgess also stayed.

5. Discussion Items
   a. Distribution of Program Review Lists for 2009 and 2010 (Handout)
      - Program lists and information folders were distributed to each dean responsible for a program under review for 2009
      - The process change for AAS programs due to discontinuation of the Technical Occupational Review Policy by OSRHE was discussed.
   b. Annual call for Departmental Tenure, Promotion, and Evaluation Standards will be distributed at Council of Chairs on July 14, 2009
      - Topics of discussion:
         o What is the delay time for submission, approval, and faculty accountability? Key dates are October 1 since Tenure intents are on October 15, promotions are November 1, evaluations are September 1.
         o Are faculty members grandfathered into a set of standards? No
         o Standards are measures of eligibility and not a check list with guarantees of tenure, promotion, reappointment, or performance rating. See B.1. of the Faculty Handbook “A recommendation for promotion to a higher rank
is based upon the professional judgment of the individuals involved in the evaluation process”.

- The issue of collegiality was discussed.

- Plan of Action:
  - Provide line item response to currently submitted standards documents to department chairs in July
  - Provide a list of examples for acceptable and unacceptable standards components to the chairs in July
  - Require submission through the chain with requests reaching the Vice President for Academic Affairs prior to January 15, 2010.
  - Standards would go into place for the 2010 – 2011 academic year

6. Upcoming Meetings and Events
   a. Council of Deans – 3:00 p.m. on Tuesday, August 4, 2009
   b. OSRHE Policy Workshop – 11:30 a.m. on Thursday, July 9, 2009 (SWOSU – DuRant, Helvey, Kingsley, Malcolm, McArthur)
   d. New Faculty Orientation – August 10 – 11, 2009
   e. Adjunct Faculty Orientation – August 17, 2009
   f. 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. September 17-18 Claremore & Tulsa
         2. November 4-5 Lawton (Business Building Dedication)
         3. December 1-2 Norman
         5. March 24-25, 2010
         6. May 13-14, 2010
         7. June 21-23, 2010
         8. September 13-14, 2010
        10. 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. September 3, 2009
         2. October 22, 2009
         3. December 3, 2009
   g. Banner Dates (Get latest dates at C:\jmcarthur\VPAA\Meetings\ExecutiveCouncil\Banner_HLC_Dates)
      i. Go Live Dates
         4. Student CRP Practice September 1 – 3, 2009
         5. Human Resources January 2010
         6. Finance January 2010
         7. Advancement January 2010
         8. Luminis January 2010
         9. Financial Aid February 2010
        10. Student March 2010 (for Fall 2010)
        11. Accounts Receivable July 2010
      ii. Chair, faculty, and staff training commences – Fall 2009 through March 2010
h. HLC Self-study and site visit dates
   i. Preliminary drafts from Criterion Teams – Due August 15, 2009
   ii. Self-Study draft completed – December 15, 2009
   iii. Dissemination of Self-Study and comment period – February 2010
   iv. Campus contingent attends HLC Annual Meeting – April 2010
   v. Site Visit – November 8 – 10, 2010

7. New Business – None presented

Meeting Adjourned 6:15 p.m.