Members and Staff Representatives present:
Gary Buckley, Interim Dean, School of Science and Technology
Buddy Odom, Dean, School of Business
Von Underwood, Dean, School of Liberal Arts
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
Sylvia Burgess, Associate Vice President for Academic Affairs
Susan Camp, Director, CU-Duncan
Debbie Goode, Director, Information Technology Services
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Sherry Young, Director, Library Services
Linda Phillips, Registrar
John McArthur, Provost
Elizabeth Hall, Assistant to the Provost

Agenda and Notes

1. Approval of Council of Deans Minutes –March 6, 2012 Meeting (Handout) - Approved as amended.

2. Announcements and Information Items

   a. General Interest

      i. The Chronicle of Higher Education is now available on the library’s database page for any student or faculty or staff member to read.

   b. Update on Searches

      i. Dean of the School of Science and Technology Search

         Provost McArthur explained to the group that Dr. Terry Conley has been selected as the new Dean of the School of Science and Technology and will start July 1. Dr. McArthur will send out an email Thursday or Friday to the faculty and staff, notifying them. Dr. Gary Buckley will be ending his term as Interim Dean on May 31 and AVP Sylvia Burgess will act as Interim Dean of the School of Science and Technology for the month of June.
ii. Honors Program

Dr. McArthur told the group that he decided to combine two half-time positions (Honors Program Director and Academic Research Director) to create a new full-time position, the Director of Academic Enrichment. The person in this new position would oversee the Honors Program, Study Abroad, and Faculty Development. Dr. Anton Wohlers will be taking on this position. This leaves the History and Government Department with a new position for a tenure-track professor of Political Science. Dr. Wohlers will likely be teaching one class per semester. Ms. Lani Malcolm will now report to Dr. Wohlers and Ms. Sarah Godslove will report to Ms. Malcolm. Provost McArthur will email the faculty and staff, notifying them of the change, on Thursday or Friday.

iii. Faculty-in-Residence

Provost McArthur noted that all of the candidates for this position were great. An offer has been extended to Dr. Thomas Balmer.

c. Service Recognition

Provost McArthur thanked Dr. Gary Buckley for his time as Interim Dean of the School of Science and Technology.

d. Summer and Fall 2012: Staffing and Enrollment Update (Handout)

Summer enrollment is down this year. It is likely related to the fact that Pell Grants are not available for this summer. Dr. McArthur let the group know that we are down about 8.5%, around the level of enrollment for Summer 2009. At this time, we are seeing more part time students for Fall 2012.

Supplemental summer course compensation agreements will be completed based on enrollment figures as of May 4 at 1:00 p.m.

Dean Odom asked the Provost if a dean has a class that is quite small, should it be canceled? Dr. McArthur said that he will look at each class on a case-by-case basis. He would prefer to adjust next summer rather than adjusting this summer.

Dr. McArthur told the council that if there is a student in the Academic Advising Center that looks strong academically, the advisor calls either Dr. Vivian Thomlinson or Ms. Lani Malcolm to talk to the student about the Honors Program.
e. HLC Accreditation Criteria and Annual Meeting Report (Handout)

The Council of Deans will discuss the HLC accreditation criteria even more in the 2013-14 academic year. Dr. McArthur pointed out section 4c1 in the report which explains that each university will need to set “stretch goals” for itself in the areas of persistence and completion rates. Each HLC institution will be required to identify something that it needs to improve upon and work on it for five years. Each institution needs to show a good faith effort to make progress. A final report will be due at the end of 5 years.

Dr. Karla Oty explained that Cameron will need to post information in an electronic Resource Room every year. It will increase the work load.

Provost McArthur explained that the HLC is still discussing what level of openness is appropriate for the electronic Resource Room and the line of privacy has not yet been decided upon.

3. Standing Agenda Items

a. Assessment Activities Update
   i. Revision of General Education Student Learning Outcomes- Dr. Karla Oty, Director, Institutional Research, Assessment, and Accountability

   Dr. Oty said that Cameron’s learning outcomes were probably written about 25 years ago. The General Education Committee is trying to make the outcomes more measureable and relevant to today’s learning environment. Ric Jerez, Edna McMillan, and Jim Heflin will form a focus committee and work over the summer. There is a concern over the learning outcomes in Humanities and the Gen Ed Committee has discussed the possibility of splitting the Humanities categories.

   ii. Update on Senior Testing: ACT CAAP and Fall 2012 Retest due to lack of participation (Handout)

   Dr. McArthur reported to the group that there was not enough participation and that we will have to retest students in the fall.

   Dr. Oty said that the tests that were taken will be sent out to be scored.

b. Retention and Graduation Rate Project Update

   i. Academic Plan- Proposed Format Changes (Handout)

   Dr. McArthur explained that there have been some format changes to the Academic Plan due to Complete College America initiative. The new due
date for the plan is September 15, 2012. This document might be able to be used for HLC.

Dr. McArthur asked the group to find out what was submitted last year.

ii. Action Commission on Student Retention Report – Dr. Oty (Handout)

Dr. Oty told the group that the Action Commission on Student Retention (ACSR) is studying where Cameron is losing students (first-time, full-time baccalaureate degree seeking students). Dr. Oty explained the data in the report. One significant finding was that the Introduction to University Life does not seem to have made a difference in retention rates in this particular cohort of students.

Provost McArthur let the deans and directors know that they can share these charts with chairs and faculty. He mentioned that if any member can think of other questions regarding retention that the ACSR should explore, please let ACSR know. He noted that Cameron has many current initiatives but we may not have the correct initiatives to most effectively use university resources to increase persistence and completion. Complicating the matter, is that many of the issues that might be affecting Cameron’s student retention (i.e., having dependents, working while attending school, etc.) is personal information that isn’t reported or tracked in Banner.

c. Early Alert Usage Update

<table>
<thead>
<tr>
<th></th>
<th>Unduplicated Instructors</th>
<th>Total Unduplicated Instructors</th>
<th>Percent of Instructors Using Early Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2010</td>
<td>144</td>
<td>345</td>
<td>41.7%</td>
</tr>
<tr>
<td>Spring 2011</td>
<td>121</td>
<td>346</td>
<td>35.0%</td>
</tr>
<tr>
<td>Summer 2011</td>
<td>42</td>
<td>152</td>
<td>27.6%</td>
</tr>
<tr>
<td>Unduplicated Fall 2010 - Summer 2011</td>
<td>172</td>
<td>396</td>
<td>43.4%</td>
</tr>
<tr>
<td>Semester</td>
<td>Unduplicated Instructors</td>
<td>Total Unduplicated Instructors</td>
<td>Percent of Instructors Using Early Alert</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------</td>
<td>--------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Fall 2011</td>
<td>231</td>
<td>365</td>
<td>63.3%</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>208</td>
<td>357</td>
<td>58.3%</td>
</tr>
</tbody>
</table>

d. Cameron Guarantee and Institutional Transparency Update

e. Legislative Update

f. ULC Update
   i. [www.educationadvisoryboard.com](http://www.educationadvisoryboard.com)
   ii. Website Signup Instructions (Handout)
   iii. Upcoming webinar- if interested, please contact Elizabeth Hall
      1. Encouraging Faculty Development after Tenure: Meeting the Needs of Newly-Tenured, Long-Term Associate, and Senior Faculty- Thursday, May 17, 2012, 2-3 p.m. E.S.T.
   iv. Ideas for Custom Research

   Provost McArthur reminded the group that the ULC is advisory board to which Cameron has paid a membership. As part of that membership, member institutions have access to best practice reports, as well as custom research reports.

   One customized research brief that ULC is working on for us is a technology plan.
   Dr. McArthur asked the deans and directors to please contact Ms. Hall should they have any further ideas for custom research.

g. Around the Table for Announcements

Sylvia Burgess, Associate Vice President for Academic Affairs
- AVP Burgess told the group that Distance Learning is having ongoing issues with faculty not providing proctor information within the timelines. If faculty don’t submit full and correct information until the day before the exam, then it is very hard to get proctor approval information, and sometimes to get the information to the proctors in time for the exams. Lisa Restivo, Distance Learning Coordinator, will put a system announcement in Banner for all online classes.

Linda Phillips, Registrar
- Please remember that grades are due May 8, the same day as the Council of Chairs meeting. Please remind all those who will be in attendance at the upcoming Chairs meeting, to turn in their grades on time.

Karla Oty, Director, Institutional Research, Assessment, and Accountability
- Please remember to return teaching evaluations to the IRAA office.
4. Upcoming Meetings and Events
   a. Council of Chairs – 3:30 p.m. on Tuesday, May 8, 2012
   b. Council of Deans – 3:00 p.m. on Tuesday, June 5, 2012
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents
         
         | Board Meeting Dates | Topics Due | Agenda Items Due | Location |
         |---------------------|------------|-----------------|----------|
         | May 10-11, 2012     | March 15   | March 15        | Norman   |
         | June 25-27, 2012    | May 11     | May 18          | Ardmore  |
         | September 19-20, 2012 |          |                 | Lawton   |
         | October 24-25, 2012 |            |                 | Tulsa/Claremore |
         | December 6-7, 2012  |            |                 | Oklahoma City |

      ii. The Oklahoma State Regents for Higher Education
          1. Friday, May 25, 2012 - 9 a.m.
          2. Thursday, June 21, 2012 - 9 a.m.
          3. Thursday, September 6, 2012 - 9 a.m.
          4. Thursday, October 25, 2012 - 9 a.m.
          5. Thursday, December 6, 2012 - 9 a.m.

   d. Updates to Chairs/Deans Desk Reference due to Provost McArthur- May 1, 2012
   e. Commencement- Friday, May 4, 2012, 7:30 p.m.

5. New Business

   None presented.

   Meeting adjourned at 4:30 p.m.