Council of Deans – Minutes

Date: Tuesday, September 7, 2010   Time: 3:00 p.m.
Location: Administration 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
Reza Kamali, Dean, School of Science and Technology
Susan Camp, Director, CU-Duncan
Debbie Goode, Director, Information Technology Services
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Linda Phillips, Registrar
John McArthur, Vice President for Academic Affairs

Members absent:
Sylvia Burgess, Associate Vice President for Academic Affairs
Sherry Young, Director, Library Services

Guests:
Lorie Garrison, Coordinator, Educational Outreach (representing AVP Burgess)
Carla Guthridge, Associate Professor, Department of Biological Sciences
Greg Herring, Assistant Professor, Department of Mathematical Sciences
Barbara Pickthorn, Associate Professor, Library (representing Director Young)

Agenda and Notes

1. Approval of Minutes – Tuesday, August 3, 2010 Meeting
   Approved

2. Introduce Guests – Leadership Development Interns – Dr. Carla Guthridge and Dr. Greg Herring

3. Announcements and Information Items
   a. Review MIVER visit needs and faculty presence – Lorie Garrison provided an update with a handout of materials that were still needed for the visit on September 13 – 15.
   b. Improper Referral – Technical and Academic Issues
      The group discussed the confusion over building names such as MCC versus MC. The group discussed the confusion caused by “Aggie Access” versus “Aggie One” when referring between the Business Office and the AITC. A reminder was presented that Special Requests were for exceptions to policy after all normal
routes for resolution had been tried. If you refer a student for a Special Request, please send them to the Academic Affairs office in North Shepler 415 at 581-7962. Do not send students directly to VPAA McArthur or Lani Malcolm. Please do not distribute Ms. Malcolm’s direct telephone number to students.

c. Preparation for the Course Equivalency Project (CEP) meeting on Thursday, September 23, 2010 at the University of Central Oklahoma in Edmond, Oklahoma – Technical Crosswalk (TCW) disciplines will meet at 9:30 a.m. followed by CEP disciplinary meetings at 1:00 p.m. Each faculty member is asked to bring at least 20 copies of syllabi for each CU course that we seek to add or modify on the CEP or for courses that we seek to add to the TCW. The disciplines under review are as follows:

i. Music (Greg Hoepfner)
ii. Child Development (Stephanie White)
iii. Computer Science (Feridoon Moinian) – both sessions
iv. Information Systems (Mike Estep) – both sessions
v. Accounting (Roxanne Gooch)
vi. American Sign Language (No representative)
vii. History (Doug Catterall)

d. Advising Center Update

VPAA McArthur provided an overview of progress on policy documents, construction, and hiring for the new Academic Advising Center

e. Compliance with laws and regulations associated with Federal Student Aid Programs – in the news (Handout – Letter from William J. Taggart, Chief Operating Officer of the U.S. Department of Education)

f. VPAA McArthur presented information on recent policy changes at the University of North Texas requiring faculty members to be on campus for four hours each day in addition to teaching duties and proposed evaluation changes in the Texas A&M System to list tuition and grant dollars generated relative to salary for each faculty member.

g. Preparation items for the OU Legal presentation at Council of Chairs on Tuesday, September 14, 2010

Jaime Hammer from OU Legal will provide an overview of legal and policy items of interest to university administrators including updates on Campus Safety, E-Discovery, Employment Issues, Open Records, Records Retention, FERPA changes, and ADA accommodation.
h. Other Announcements


Susan Camp reminded the Council of CU@SC with Johnny Cooper on September 11, 2010 in Duncan.

Karla Oty announced the availability of a Governance Tab on Aggie Access with links to all university policies and committees. She made a further appeal for minutes for university committees.

Karla Oty provided an HLC update including a request for Resource Room items, a request for review of unit webpages for accuracy and availability of mission statements at the department and School levels, and an update on the distance learning status for university programs under the new definitions.

John McArthur provided an update of the weather after action review due to the events of Thursday, September 2, 2010.

4. Discussion Items

a. Back to School After Action Review - Please be prepared to talk about advisement, enrollment, staffing, and facility issues regarding the start of the Fall 2010 semester in your area of responsibility

Issues identified included:
  - Schedule listings of TBA, Staff, and arranged caused confusion for students and staff locating classes
  - Processing of C3 forms for new instructors takes longer than desired
  - Please submit course change requests as early as possible. There were several hundred change requests on the first day of class.
  - Please cancel 0 enrollment classes as soon as possible. This affects class size calculations and facility utilization reviews.
  - A request was made for secretary privileges for enrollment and advising
  - Chair and Instructor permission code usage is still a problem for some.

Topics for consideration of future training:
  - Permission codes and overrides for chairs
  - Entering grades including midterm grades
  - Budget reconciliation and review with the new forms
b. Disney Institute (Response to spate of service complaints) - Disney’s Approach to Quality Service
   i. Increased understanding of the Disney definition of quality service
   ii. Ability to share the value of research Disney employs to gain understanding of guests
   iii. Experience the processes Disney uses to design and implement quality standards
   iv. Discover three quality service delivery systems

c. Review Fall 2010 Schedules

Handouts including Fall 2009 and Spring 2010 semester data were provided. Vice President McArthur requested that the Deans offer 15% of face to face and ITV curriculum in Friday, Saturday, Sunday formats. Further review will be conducted before schedule quotas are considered. The review will include M-R versus F-Su, Time of Day, and 16/18 8/2 8 week formats.

5. Upcoming Meetings and Events

   a. Council of Deans – 3:00 p.m. on Tuesday, October 5, 2010
   b. Council of Chairs – 3:30 p.m. on Tuesday, September 14, 2010 (special session with a University of Oklahoma Legal Counsel representative)
   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       |
         | September 20-21, 2010 | July 27    | August 10        | Tulsa/Claremore|
         | October 27-28, 2010   | September 13| September 20     | Lawton         |
         | Nov. 30-Dec. 1, 2010  | October 12 | October 19       | Norman         |
         | January 26-27, 2011   |            |                  | Oklahoma City  |
         | March 22-23, 2011     |            |                  | Norman         |
         | May 12-13, 2011       |            |                  | Norman         |
         | June 20-22, 2011      |            |                  | Ardmore        |
         | September 19-20, 2011 |            |                  | Tulsa/Claremore|
         | October 26-27, 2011   |            |                  | Lawton         |
         | Nov. 30-Dec. 1, 2011  |            |                  | Norman         |
      ii. The Oklahoma State Regents for Higher Education
         1. Thursday, September 9, 2010, 9 a.m.
         2. Thursday, October 21, 2010, 9 a.m.
         3. Thursday, December 2, 2010, 9 a.m.
   d. Spring 2011 Schedule input due to Registrar – September 1, 2010
   e. Fort Sill MIVER visit – September 13-15, 2010
   f. Disney Institute – MCC, Friday, September 17, 2010, 9:00 – 10:30 a.m.
   g. Course Equivalency Project Meeting – Edmond, Oklahoma, Thursday, September 23, 2010 starting at 9:30 a.m. for the Technical Crosswalk and 1:00 p.m. for the CEP disciplines
h. OSRHE Program Approval Reports due to VPAA – September 21, 2010
i. Convocation – Fine Arts Courtyard, Friday, September 24, 2010 at 10:00 a.m.
j. HLC Self-study and site visit dates
   i. Self-Study draft completed – December 15, 2009
   ii. Dissemination of Self-Study and comment period – February-March, 2010
   iii. Campus contingent attends HLC Annual Meeting – April 2010
   iv. Self-Study Completed—May 1, 2010
   v. Site Visit – November 8 – 10, 2010
k. Oklahoma Research Day at CU on Friday, November 12, 2010
l. Program Reviews due to VPAA – Friday, November 19, 2010

6. New Business

   None presented

Meeting adjourned at 5:15 p.m.