Council of Deans

Date: Wednesday, January 8, 2014  
Time: 2:00 p.m.  
Location: Administration Board Room

Approval of Council of Deans Minutes – December 4, 2013 Meeting (pages 1-4)

Discussion Items:

1. Jamie Glover—Orientation ideas for spring
3. ITV Course Request Process—AVP Burgess
4. Enrollment update (Handout)—Dr. Oty
5. Remaining Seat Report (Handout) —Dr. Oty
6. Personnel Request update
7. Recommendations for reappointment and non-reappointment (Handout)
8. UNIV/Top 30 Update—AVP Kingsley
9. Roundtable follow-up/feedback
10. Adjunct training follow-up/feedback
11. Professional development follow-up/feedback
13. Review of Faculty Awards working group
14. Program changes/DegreeWorks

Reminders:

1. Council of Deans Meetings Spring 2014  
   February 5, 2014  
   March 5, 2014  
   April 2, 2014  
   May 7, 2014
2. Check that all information in FLAC is accurate before January 24th (excluding 2nd 8 week courses)
3. Roundtables for Gen Ed will be held in February.
4. CAAP Exam---Faculty were asked to send an email to Jenn Abel (jabel@cameron.edu) with a cc to Dr. Karla Oty letting them know what two dates/times during the testing window of April 14th through April 25th they will be administering each exam.
5. Check for standard class times on enrollment schedules; ensure chairs are within budget for summer; encourage chairs to check historic enrollments for fall planning
Important Dates:
- Council of Chairs – 2:00 p.m. on Thursday, January 9, 2014
- Council of Deans – 2:00 p.m. on Wednesday, February 5, 2014
- Regents Meeting Dates (for curriculum proposal purposes)
  - The Oklahoma State Regents for Higher Education
    - January 29-30, 2014
    - March 5-6, 2014
    - April 23-24, 2014
    - May 29-30, 2014
    - June 25-26, 2014
    - September 3-4, 2014
    - October 22-23, 2014
    - November 6, 2014
    - December 3-4, 2014
- January 17, 2014 – Program changes/corrections due in WEAVE
- January 17, 2014 – Supplemental summer budget requests due to the VPAA
- January 17, 2014 – Dean-approved departmental tenure, promotion and evaluation standards due.
- January 21, 2014 – Summer and Fall 2013 Enrollment Schedules are due to the Registrar.
- January 21, 2014 – Deadline for CAAP testing in capstone course information to Dr. Oty
- January 24, 2014 – Workshop: Community Safety and Involvement Seminar: Recognizing Depressive and Suicidal Issues-9:00 a.m.-12:15 p.m. in the CETES Conference Room.
- January 24, 2014 – Adjunct lock date for 1st 8 weeks, 12 weeks, 16 weeks, January intersession and any section with an end date during the 1st 8 weeks (F8 and 16 position suffix) should be locked by the appropriate Dean/Supervisor.
- January 24, 2014 – Any courses being taught as overload by a full-time faculty member should be designated as overload (OV position suffix) in FLAC by the appropriate Chair.
- January 24, 2014 – All adjunct and full-time faculty payroll action forms submitted to the Human Resources Department by 5:00 p.m.
- January 27, 2014 – Do not lock any 2nd 8 week courses prior to this date (S8 position suffix). Any 2nd 8 week courses locked prior to this date will be loaded with 1st 8 week and 16 week courses and will no longer be available to adjust in AggieAccess and may result in incorrect payments.
- January 29, 2014 – Abstract Submission Deadline for the 2014 Oklahoma Research Day
- February 3, 2014 – Deadline for the submission of internal grants (Innovative Instructional Grants)
- February 14, 2014 - Recommendations for reappointment and non-reappointment due to VPAA
- March 7, 2014 – 2014 Oklahoma Research Day
- March 14, 2014 – All adjuncts teaching 2nd 8 weeks (S8 position suffix) and all full-time faculty should be locked by the appropriate Dean/Supervisor and all 2nd 8 week payroll action forms submitted to the Human Resources Department by 5:00 p.m.
- April 10-11, 2014 – 2014 Scholars Summit at Cameron University in the CETES Conference Center