Council of Deans - Minutes

Date: Wednesday, November 5, 2014
Location: Administration Boardroom

Time: 2:00 p.m.

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

Members and Staff Representatives absent:
Sylvia Burgess, Associate Vice President for Academic Affairs
Marge Kingsley, Assistant Vice President for Academic Affairs

Agenda and Notes

❖ Approval of Council of Deans Minutes – October 7, 2014 Meeting (Handout) – Approved.

❖ Discussion Items:

1. Follow-up discussion on Aggie Sneak Peek—The event was done a little differently this year. Students picked a major and could visit that department on the day. In the past a browsing fair was done; doing it this way allowed the students to get more personalized time from the departments.

   VPAA Vanderslice visited many of the department presentations. Some areas didn’t have many students show up and a few didn’t have any students at all, but the faculty should be commended for having their presentations prepared and being available to answer questions about their respective departments and their programs.

2. Follow-up on syllabi checks—VPAA Vanderslice asked how the syllabi checks were going. Dean Huffman said that in the School of Education and Behavioral Sciences, department coordinators are going through and checking syllabi and department chairs are following up with the faculty.

   Dean Camey said that in the School of Business he and his Administrative Assistant are checking them.

   Dr. Vanderslice recommended that the Deans check at least one from each faculty member and provide them with some feedback.
3. Discussion of Faculty Development Session—There was a great turnout for the event. The speaker shared an Open access source for Biology. Dr. Vanderslice encouraged the Deans to mention the sessions to their faculty.

Dr. Vanderslice mentioned that Tutor.com is available and asked to encourage students to use it. Dr. Vanderslice will ask Dr. Burgess to send out the email again.

4. Follow-up on observation of teaching—Dr. Vanderslice reminded the Deans to take the opportunity to observe teaching by their faculty. Dean Huffman mentioned that she has started to observe faculty in her School.

5. Questions or comments about online leave reporting—VPAA Vanderslice stated that she would like leave requests to be submitted by email first. Put a reminder on your calendar to enter leave. After leave is taken, go into the system and enter it. Brandy is keeping a log of leave requests so that Dr. Vanderslice can know which ones need to be approved. If you did not take leave, you do not have to enter anything. Email Chase with questions.

6. DaVinci Institute Awards—Only institutional nominations are accepted and have to be submitted through the VPAA. Dr. Nalley has received the Fellow Award. Several teacher education candidates have received the Scholar Award. Scholar nominations are due to the Institute in an electronic format on December 19 and the Fellows nominations are due to the Institute in an electronic format on December 31.

7. Update on Early Alert—Dr. Oty provided an early alert update. Early alert usage is now at 82%.

8. Update on pilot mobile app IDEA evaluations—Dr. Oty explained that students completing the pilot mobile IDEA evaluations will use their Cameron login. It’s in the testing process right now and the training session will be made available so that faculty who didn’t get to attend can see how it works. Faculty need to communicate to students the importance of the process.

Students can go to the link to complete the evaluation. It is recommended that they do it in the first 15 minutes of class. Suggestions for face to face – faculty can take the class to a computer lab in their area to complete the evaluations and have someone else monitor them or have the students pull out their mobile device in the class and complete it.

Traditionally we have had low response rates, especially for online courses. This new process is expected to help us increase our response rates.

9. Remaining Seat Report Update for Spring 2015—Dr. Oty provided an update on the remaining seats. VPAA Vanderslice mentioned that she talked to the Chairs about looking at their remaining seats at one of their Chair meetings and that the Deans can talk to their chairs further about how to use this information. Sections for classes that have a large number of remaining seats can be closed now and another section can always be added later if needed.

VPAA Vanderslice also stated that Dean Conley is now the Interim Chair in the Department of Mathematics and will perform that role until the position is filled.
10. Top 30/UNIV/Persistence Academy Update—AVP Kingsley could not make it to the meeting but will provide an update on progress on recommendations given by the HLC team and projects for next year.

11. NSSE survey results: Academic and Intellectual Experiences, Coursework, and Reading and Writing—Dr. Oty discussed the NSSE survey which is given every 3 years. The survey measures student perception on a wide range of topics. We have two comparison groups – Carnegie Barrons and OSRHE Lone Star.

VPAA Vanderslice explained that there are different sections but Academic and Intellectual Experiences, Coursework, and Reading and Writing will be covered at this meeting. Faculty need to ask themselves what kinds of things they are doing in their classes to promote discussion.

Dr. Oty stated that there is a version of the NSSE report that is available to be shared publicly.

❖ Other:
  - Many tickets still remaining for Glennon’s Academic Festival evening lecture.

❖ The meeting adjourned at 3:30 p.m.