Date: Tuesday, December 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
Sherry Young, Director, Library Services
Linda Phillips, Registrar
John McArthur, Vice President for Academic Affairs

Members absent:
Sylvia Burgess, Associate Vice President for Academic Affairs

Agenda and Notes

1. Approval of Council of Deans Minutes – November 2, 2010 Meeting
   Approved as amended – corrected terminology and spacing

2. Announcements and Information Items
   a. Introduction of Ms. Amanda “Mandy” Husak as Academic Affairs Coordinator
      including description of duties

   b. DaVinci Institute Items – Fellows and Martin Scholars (Handouts)

      Dean Underwood reminded the group about the awards. Due dates for
      nominations to VPAA McArthur are January 18, 2011 with submission to the
      DaVinci Institute due January 28, 2011.

   c. Spring 2011 Course Information Sheet and Syllabus Supplement (Handouts)

      Director Young asked that we confirm the correct number for the Library.

   d. Summer School Supplemental Budget Request due to VPAA – Wednesday,
      January 19, 2011 (Handout)

      Memos were distributed to the academic deans describing the allocation
      of summer funds with a solicitation for proposals for the remaining funds.
e. Reminder: Media contacts should go through the Office of Public Affairs – Please do not contact media directly. If media outlets contact you or those in your area of responsibility, please notify Janet Williams or Josh Lehman. Public Affairs can help you promote events. They also receive primary telephone contacts and need to know about events.

f. New Instructional Load Form to replace the A1L and S6L – a draft of the new form will be distributed at Council of Chairs on December 14, 2010

g. Around the Table for Announcements and End of Term Issues
   i. Linda Phillips, Registrar: Grades are due before 4:00 p.m. on December 21, 2010. This deadline is firm due to end of semester reports. Students will not see grades until the data is rolled to Academic History each day.
   ii. Debbie Goode, Director, ITS: Description of upgrades to computer systems over the winter break. She made the group aware of complaints and concerns associated with administrative privileges restrictions on the newly installed PCs based on increased security settings. ITS staff are working on an opt-out form for faculty who desire to have administrative privileges. ITS staff continue to look for better ways to push software updates out to client computers. The print server delay issue has been partially resolved.
   iii. Susan Camp, Director, CU-Duncan: Announced Duncan events – Tree Lighting on Dec. 9, 2010, Victorian Tea with Dr. Vivian Thomlinson on Dec. 10, 2010, and Finals Breakfast from 7:30 a.m. until 10:00 a.m. on Dec. 14, 2010.
   iv. Sherry Young, Director, Library: Finals refreshments are available in the Library during study days.
   v. Karla Oty, Director, IRAA: IDEA forms will leave campus on Dec. 21, 2010. Please assure submission by the academic departments and request that secretaries complete the check-off forms for which classes gave or did not give evaluations. Fourteen of fifty-six PQIR presentations have been completed. Good discussions have been observed. There were computer issues with recent Major Fields Achievement Tests. Possible solutions are still being sought.
   vi. Ronna Vanderslice, Dean, Education and Behavioral Sciences: Student Teacher Recognition event at 4:00 p.m. on Dec. 8, 2010 in CETES.
   vii. Reza Kamali, Dean, School of Science and Technology: Commissioning will be held on Dec. 18, 2010.
   viii. Von Underwood, Dean, School of Liberal Arts: The Messiah will be performed at the McMahon Auditorium on Dec. 11, 2010. Concerns were discussed about exams offered outside the exam period. Specifically, some students were scheduling flights prior to the conclusion of exams and requesting exceptions.
   ix. Buddy Odom, Dean, School of Business: The School of Business will host a potluck Christmas reception at 11:30 a.m. on Dec. 10, 2010. Deans Council members are welcome to attend.
3. Discussion Items

a. Social Media – Initial discussion of appropriate interaction between employees and students and between supervisors and employees

Items related to this topic included:

- Recent restrictions on faculty by Lawton Public Schools
- Misuse of staff time
- Guidelines for adult consent
- Cyber bullying
- Mechanism to reach targeted groups including student organizations
- Use for student and alumni recruitment and communication

A meeting, panel, or forum will be arranged by VPAA McArthur in order for the group to better understand the issues before any policy recommendations are made. Suggested individuals to include were Courtney Glazer, Aubree Helvey, Chris Keller, Arun Tilak, and Kelly McClure.

b. Discuss The Academic Minute radio show (Handout)

Dean Underwood suggested a Festival related topic as a starting point. Dean Odom observed that he had done such a program on personal finance at UT-Tyler for eight years.

c. Retention and Graduation rate distribution at Council of Chairs (Handout)

We will use OSRHE data within state and within the institution. We will start tracking the same information within major programs. We will also track persistence semester to semester so we can make differential assessments. We will establish benchmarks followed by a request from the programs for a plan to meet those benchmarks. A system of rewards and punishments may also be implemented.

4. Upcoming Meetings and Events

a. Council of Chairs – 3:30 p.m. on Tuesday, December 14, 2010
b. Council of Deans – 3:00 p.m. on Tuesday, January 4, 2011
c. Regents Meeting Dates (for curriculum proposal purposes)
   i. The University of Oklahoma Board of Regents

<table>
<thead>
<tr>
<th>Board Meeting Dates</th>
<th>Topics Due</th>
<th>Agenda Items Due</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 26-27, 2011</td>
<td>December 1</td>
<td>December 8</td>
<td>Oklahoma City</td>
</tr>
</tbody>
</table>
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, February 3, 2011, 9 a.m.
   2. Thursday, March 10, 2011, 9 a.m.
   3. Thursday, April 21, 2011, 9 a.m.
   4. Thursday, May 27, 2011, 9 a.m.
   5. Thursday, June 23, 2011, 9 a.m.
   6. Thursday, September 8, 2011, 9 a.m.
   7. Thursday, October 20, 2011, 9 a.m.
   8. Thursday, December 1, 2011, 9 a.m.

d. Holiday events
   i. Lawton Tree Lighting – MCC – 6:00 p.m. on Monday, December 6, 2010
   ii. Duncan Tree Lighting – 6:00 p.m. on Thursday, December 9, 2010
   iii. Holiday Community Receptions at Cameron House – 2:00 p.m. on Sunday, December 12 and 5:30 p.m. on Monday, December 13, 2010
   iv. Faculty and Staff Holiday Reception – MCC – 4:00 p.m. on Thursday, December 16, 2010

e. Intersession Advisement Schedule due to VPAA – Monday, December 6, 2010
f. Classroom Furniture Review – 11:00 a.m. to 3:00 p.m. in CETES CC on Wednesday, December 8, 2010
g. New Program Requests for Online Programs due to VPAA – Wednesday, December 15, 2010
h. Summer School Supplemental Budget Request due to VPAA – Wednesday, January 19, 2011

5. New Business

None presented

Meeting adjourned at 5:00 p.m.