Council of Deans - Minutes

Date: Wednesday, July 07, 2014
Location: Administration Boardroom

Time: 2:00 p.m.

Members and Staff Representatives present:
Ronna Vanderslice, Vice President for Academic Affairs
Sylvia Burgess, Associate Vice President for Academic Affairs
Marge Kingsley, Assistant Vice President for Academic Affairs
John Camey, Dean, School of Business
Howard Kuchta, Interim 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
Debbie Goode, Director, Information Technology Services
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Sherry Young, Director, Library Services
Linda Phillips, Registrar
Mandy Husak, Academic Affairs Coordinator
Vinetta Stanton, Educational Project Specialist

Agenda and Notes


- Discussion Items:

  1. Enrollment Update for Fall—Dr. Oty provided an update on fall enrollment. Enrollment across the board is down but is up in some areas. Enrollment for concurrent high school and full-time juniors is up as well as enrollment in a few departments – Health and Physical Education, History and Government, and Music.

  2. Remaining Seat Information—Dr. Oty provided an update on remaining seat information.

  3. Early Alert Usage update—Early Alert usage has increased since the last update.

  4. Headcount and Grad Information for Departments—Dr. Oty provided the Deans with a 5 year average of information on headcount and graduates.

  5. Student complaint tracking—Debbie Goode explained that Cameron currently uses a system called TrackIt that can be used to track student complaints. In this case, students would email their complaints to a common email address. The administrator of the system would receive all the emails and forward each one to the appropriate Dean/Chair who would handle the complaint as they see fit then enter the action taken. Face to face complaints would still have to be logged somehow.

  6. Intersession Advisement—It is time to arrange intersession advisement for the departments. An email with the template will be sent later today. The due date is July 24, 2014.
7. New Faculty English Language Proficiency is due July 25, 2014.

8. Teaching and Learning Update—Dr. Kingsley discussed the process of transferring students out of the Academic Advising Center and into the departments. A concern arose about students not knowing exactly where in the department to go. Dean Underwood mentioned that some of his departments had a specific person in the Advising Center that they worked closely with. Dr. Kingsley stated that there definitely needs to be some conversations about how departments and the Advising Center can work together to successfully transition students out of the Advising Center and into the departments for advising.

Dr. Kingsley also mentioned that a few persons attended the HLC Academy Roundtable. A list of recommendations was provided and an initial posting will be done by July 20.

The Top 30 committee is discussing Early Alert and Administrative Withdrawal.

9. Academic Festival tentative dates:
   - Food and Agriculture: Thursday, September 25 - Chef Rick Bayless
   - Water and Natural Resources: Tuesday, November 18 - Robert Glennon
   - Communities: Thursday, March 12 - Jeff Speck
   - Wrap-Up: Friday, May 8 (Commencement) - Ed Begley, Jr.

10. Final Endowed Lectureship Project Reports and Donor Letters are due Friday, September 5, 2014. Copy to the Office of the VPAA with prior review by the appropriate Academic Dean.

11. Endowed Lectureship Proposals will be due on Friday, September 5, 2014. A formal call for proposals including available funds will be distributed at a later date.

12. Common Syllabi formats—VPAA Vanderslice explained that it is federal and/or state compliance that all syllabi include specific required information on them. Some departments are missing some of the required information from their syllabi. Dr. Vanderslice will email the checklist to the Deans and would like the information to be passed on to both full-time faculty and adjuncts.

13. Follow-up on Graduates—VPAA Vanderslice stated that it is also federal compliance for institutions to gather information on graduates (furthering education/employment and salary information, if known). She encouraged the Deans to get a system in place for gathering this information if they don’t already have one.

14. Meeting days/times for 2014-2015:
   - Thursday, August 7, 2014
   - Wednesday, September 3, 2014
   - Tuesday, October 7, 2014
   - Wednesday, November 5, 2014
   - Tuesday, December 2, 2014
   - Wednesday, January 7, 2015
   - Wednesday, February 4, 2015
   - Wednesday, March 4, 2015
   - Wednesday, April 1, 2015
Reminders:

1. Check weekly majors list for students enrolled in deleted programs – especially if we are past the date by which we have told the regents that there will be no more students enrolled in the program.

   If a student has a deleted major and is not in the teach-out program for that major, please have someone contact the student to help them change their major before the end of the semester.

2. Policy Workshop will take place on July 10 at 1:00 p.m. in CETES 207.

3. New Faculty Orientation on August 4-5 from 8:00 a.m.-4:00 p.m. in the Buddy Green Room—Deans are encouraged to be available to observe some of the training and join us for lunch.

4. General Faculty and Staff Meeting will be held August 6, 2014 (tentatively at 8:30 a.m. in the MCC Ballroom).

5. Back to School meetings – Please let VPAA Vanderslice know when and where unit meetings are scheduled.
   i. School of Business faculty/staff meeting: August 6 at 1:00 p.m. in Ross 222.
   ii. School of Education and Behavioral Sciences faculty/staff meeting: August 6 at 2:00 p.m. in the MCC Ballroom.
   iii. School of Liberal Arts faculty/staff meeting: August 7, tentatively at 10:00 a.m. in Music 115.
   iv. School of Science and Technology faculty/staff meeting: TBD.

6. August 11, 2014 – Duncan Adjunct Faculty Workshop, Learning Resource Center, 6:00-8:30 p.m.
   August 12, 2014 – Lawton Adjunct Faculty Workshop, McCasland Ballroom, 6:00-8:30 p.m.

Important Dates:

- Chair Retreat – July 8 (tomorrow), 2014 from 9:00 a.m. - 4:00 p.m. Vans will leave from the parking lot opposite the Physical Facilities Office at 8:15 am.

- Regents Meeting Dates (for curriculum proposal purposes)
   ii. The Oklahoma State Regents for Higher Education
      * September 3-4, 2014
      * October 22-23, 2014
      * November 6, 2014
      * December 3-4, 2014

- July 8, 2014 – Chair Retreat at Dr. Burgess’ ranch from 9:00 a.m. – 4:00 p.m.
- July 10, 2014 – Policy Workshop
- July 10, 2014 – Last date to withdraw with an Automatic “W” (8 week classes)
- July 17, 2014 – Last date to withdraw from a class with signature (8 week classes)
- July 17, 2014 – Last date to withdraw with an Automatic “W” (2nd 4 week classes)
- July 21, 2014 – Last date to withdraw from a class with signature (2nd 4 week classes)
- July 24, 2014 – Summer session ends
- July 24, 2014 – Course Equivalency Project information due to Mandy Husak
- July 25, 2014 – Intersession begins
- July 28, 2014 – Final grades posted to AggieAccess by 4:00 p.m.
- July 29, 2014 – Faculty Offices close at 5:00 p.m.
- August 4-5, 2014 – New Faculty Orientation
- August 6, 2014 – Faculty offices open
- August 6, 2014 – General Faculty and Staff Meeting
- August 6, 2014 – School of Business Meeting at 1:00 p.m. in Ross 222
- August 11, 2014 – Duncan Adjunct Faculty Workshop, 6:00-8:30 p.m.
- August 12, 2014 – Lawton Adjunct Faculty Workshop, 6:00-8:30 p.m.
- August 12, 2014 – Intersession ends
- August 13, 2014 – Fall classes begin
- August 27, 2014 – Deadline for first input of the Spring 2015 enrollment schedule, 5:00 p.m.
- September 25, 2014 – Course Equivalency Project meeting at UCO