Council of Deans – Minutes

Date: Tuesday, January 4, 2011     Time: 3:00 p.m.
Location: Administration Board Room

Members present:
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:
Buddy Odom, Dean, School of Business
Sylvia Burgess, Associate Vice President for Academic Affairs

Agenda and Notes

1. Approval of Council of Deans Minutes – December 7, 2010 Meeting
   Approved as amended

2. Announcements and Information Items

   a. Midyear update on 2010 – 2011 planning items – Please submit in electronic format to VPAA McArthur before Tuesday, February 1, 2011

   b. Spring 2011 Enrollment (Handouts) – Classes with no enrollment and classes with no instructor of record

   c. Spring 2011 Final Exam Schedule (Handouts)
      The Spring 2011 Final Exam Schedule was reviewed starting with the exam schedule for the standard approved course slots and noting the modifications required due to deviation from scheduling in the approved course slots. Known possible conflicts were reviewed. VP McArthur will review the Final Exam Schedule at Council of Chairs on January 11, 2011. The Registrar will post the schedule to the appropriate web locations.

   d. Retention and Graduation Rates meeting – Deans, AVPAA Burgess, and Director IRAA Oty – tentatively Tuesday, January 18, 2011
      The subset of Council of Deans will meet to review the Retention and Graduation rates distributed to the department chairs in December 2010 with the intent to develop a process for tracking persistence and graduation within programs. At
some point we will establish benchmarks followed by a request from the programs for a plan to meet those benchmarks. A system of rewards and corrective actions will also be considered. We will also discuss the possibility of a “global” cancellation of classes with zero enrollment rather than individual chair cancellation.

e. Around the Table for Announcements and Beginning of Term Issues
   i. Susan Camp, Director, CU-Duncan: Advising and enrollment for Spring 2011 continues
   ii. Ronna Vanderslice, Dean, Education and Behavioral Sciences and Von Underwood, Dean, School of Liberal Arts notified the group about the successful recognition of the Bachelor of Music Education program by the National Association of Schools of Music (NASM)
   iii. Linda Phillips, Registrar: Input for the Summer and Fall 2011 schedules is welcome. The second request notice will include a copy of the Summer and Fall 2010 schedules for chairs to use for mark up. Please do not submit schedules on the C1L. The online schedule does not mean that the deadlines for submission do not matter. Late submissions cause work flow problems with end of semester activities.
   iv. Sherry Young, Director, Library: Internal discussions of assessment surveys continue. There was relatively little library patron usage over the break.
   v. Karla Oty, Director, IRAA:
      1. The revised, electronic S6L forms will go out to the chairs and department secretaries today. Please check the faculty load values carefully.
      2. Enrollment reports will resume on Monday, January 10, 2011.
      3. Please remember that General Education Assessments are due to the committee before January 14, 2011.

3. Upcoming Meetings and Events
   a. Council of Chairs – 3:30 p.m. on Tuesday, January 11, 2011
   b. Council of Deans – 3:00 p.m. on Tuesday, February 1, 2011
   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 |
         |---------------|----------|------------------|----------|
         | January 26-27, 2011 | December 1 | December 8 | 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, 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. New Program Requests for Online Programs due to VPAA – Wednesday, December 15, 2010
e. Departmental Tenure, Promotion, and Evaluation Standards due to VPAA – Monday, January 17, 2011
f. DaVinci Institute Nominations for Fellows and Martin Scholars due to VPAA – Tuesday, January 18, 2011
g. Summer School Supplemental Budget Request due to VPAA – Wednesday, January 19, 2011
h. Annual Plan updates due (electronically) to VPAA – Tuesday, February 1, 2011

4. New Business

None presented

Meeting adjourned at 4:15 p.m.