Council of Deans—Minutes

Date: Tuesday, October 2, 2012  Time: 3:00 p.m.
Location: Administration Board Room

Members and Staff Representatives present:
Terry Conley, Dean, School of Science and Technology
Buddy Odom, Dean, School of Business
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
Von Underwood, Dean, School of Liberal Arts
Sylvia Burgess, Associate Vice President for Academic Affairs
Susan Camp, Director, CU-Duncan
Debbie Goode, Director, Information Technology Services
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Linda Phillips, Registrar
Sherry Young, Director, Library Services
John McArthur, Provost
Elizabeth Hall, Assistant to the Provost

Guests present:
JR Larsen, Director, Academic Advising Center

Agenda and Notes


2. Announcements and Information Items
   a. Calendar Items
      i. DaVinci Invitational Forum- Friday, October 26, 9:30 a.m. to 3:00 p.m., Oklahoma City Community College (Handout 2)

      Dr. McArthur stated that he wants to send a minimum of 3 representatives. He mentioned that the social media conversation will be a topic of interest.

   b. Oklahoma Foundation for Excellence Faculty Nominations (Handout 3)

      Provost McArthur told the committee that Cameron is not limited to just one nomination. He said that the university will coordinate its nominations through the Provost’s Office. He suggested that we start with past Hackler, Bhattacharya, and Faculty Award recipients and decide who to put forward.

   c. Campus Master Plan 2025 (Handout)
Dr. McArthur commented that the campus plan rendering excluded the Duncan campus and the Agriculture facilities. We will ask again for future maps to include all campus property.

He commented that there are numerous proposed changes to the campus; however, all construction is contingent on funding.

d. Tuition Assistance Changes

Over the past year the Army's guidance concerning what fees are authorized for Tuition Assistance (TA) has changed in response to fiscal constraints and the possible sequestration of defense funds. In September the Director of Army Continuing Education signed a policy memorandum clarifying what fees are and are not authorized under Federal TA and it does not appear that Cameron’s mandatory fees will be covered. Provost McArthur is still getting clarification on what is and is not covered by TA. Currently, the only fee that TA does not cover is the Wellness fee. If mandatory fees are, indeed, no longer covered, we will have to make sure that we communicate this to all soldiers and interested parties.

e. Business Continuity Plans

Dr. McArthur told the group that, per conversation with Internal Audit, we will now be provided more specific guidance on what should be in a Business Continuity Plan (BCP). He thanked Sherry Young and Linda Phillips for their work on the earliest iterations. Their responses very much assisted OU to determine what needs to be included in a good plan. Overall, Internal Audit has been complimentary.

He mentioned that he was sent two 21-page checklists for BCP.

Dr. Oty asked if the BCPs will be shared campus wide or only with those who have been audited. Dr. McArthur believes that it is intended for those for whom it is relevant, but he will know more next week.

He explained that offices up to the chair/coordinator level, will need a BCP. If this is for every unit, then Cameron might consider hiring a writer to do this for us. The BCP will be a good deal of work, but necessary.

3. Standing Agenda Items

a. Assessment Activities Update

Dr. Oty mentioned that there were 26 responses to the General Education survey and the General Education student learning outcomes. Please check with Dr. Oty for more information.
b. Retention and Graduation Rate Project Update
   i. Update on PARCC (Handouts 4, 5)

Provost McArthur reminded the committee that one of the intents of PARCC is to characterize what it means to be college ready and to determine what entry-level is. Right now PARCC is only looking at math and writing to determine what College Algebra and Comp I ready means.

PARCC will make College-Ready determinations (CRD) and these will be state standards for the states that are participating in PARCC. The PARCC cut scores will determine a student’s readiness for other courses, such as the ones that require Comp I and College Algebra. Dr. McArthur explained that PARCC CRD will override ACT scores. ACT will still work for admissions, but not for course placement. PARCC cut scores may be harder to meet than Cameron’s CPT scores.

Cameron will have to track cut score data. This data will be attached to non-Oklahoma schools as well.

It is unclear as to what this would do to concurrent enrollment and if Cameron would have to change its concurrent enrollment standards.

It is also unclear as to when the PARCC scores expire.

Dr. McArthur explained that this is still a proposal and he asks Dean Underwood and Dean Conley to please look at the PARCC proposal carefully and to give him feedback.

Dean Underwood asked what happens if a student tests at the end of high school and is not determined to be college-ready? Dean Vanderslice mentioned that in Texas, if a student graduates from high school but if EOI scores determine that the student is not college-ready, that the student receives a certificate of attendance.

Provost McArthur reiterated that Cameron will need to work further with the six feeder area high schools.

May 2014 is when these new PARCC standards are to initiate, which would affect the Fall 2014 entering class at Cameron. The group agreed that this is a significant proposal and that this will affect Cameron greatly. Dean Vanderslice related that, though this is a big change, that this issue is not being addressed at the high school level.

The committee was unsure if this would then mean that a high school diploma is not acceptable as an admission requirement and what would happen with home school students.
ii. Academic Plan (Handout 6)

Provost McArthur requested that the committee not share the document in its entirety. He pointed to pages 2-6 and mentioned that this was the first time that this kind of information had been included in the Academic Plan and he was not sure of what the follow up would be.

He explained that the departments must have a program included in the Academic Plan to then send a letter of intent to the State Regents.

Dr. McArthur also reminded the group that just because it is in the plan, does not mean that it will actually happen.

c. Early Alert Usage Update

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<th>Total Unduplicated Instructors</th>
<th>Percent of Instructors Using Early Alert</th>
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Unduplicated Fall 2012 - Summer 2013
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<td>Spring 2012</td>
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<td>Summer 2012</td>
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Unduplicated Fall 2011 - Summer 2012
281 420 66.9%

Dr. McArthur explained to the council that Early Alert is being used to trigger peer tutoring. Brandy Belew, Cameron’s retention counselor, is using the Early Alert reports to send lists of qualified students’ names to the peer tutoring centers.
The peer tutors then call the students in to offer tutoring appointments for help in writing, reading, and math.

Dr. Oty and Dr. McArthur reported that very few students have taken the extra help and made appointments.

Thus far, there has been no university-wide communication to encourage faculty to push peer tutoring. The group discussed that it could be awkward for students to receive a call from another student and the committee was unsure of what the peer tutors said in their phone calls.

i. Administrative Withdrawals

Provost McArthur told the group that there have not been a large number of AW requests yet, but it is still early in the semester.

d. Cameron Guarantee and Institutional Transparency Update
   i. Capstone Testing- Karla Oty, Director, Institutional Research, Assessment, and Accountability (Handout)

   Dr. Oty told the committee that we are still short of meeting the 200/200 writing and critical thinking ACT CAAP requirement for seniors. We are a long way away from meeting requirements for the writing test. She reminded the group that we actually need to have more than 200 students signed up for each test because we have to assume that not 100% of the students will show up to test.

   Provost McArthur said that if we do not meet the testing requirements this semester that we will have to retest again and that the money for retesting will come out of departmental budgets. Provost McArthur told the deans that they are welcome to ask or to require the chairs and faculty to give students to Dr. Oty. He told the deans that they have until November 1 to get enough students signed up.

   ii. Voluntary System of Accountability Exit Level Assessment Options for Future Years (Handouts 7, 8)

   By January 13, Dr. Oty has to send a report on whether or not we did make the requirements. Cameron will have to decide if we retest every 3 years using the CAAP exams or if we will use VALUE rubrics.

e. Capstone Course Approval and Implementation Update

   Two thirds of Cameron’s academic programs have something identified as a capstone class. Provost McArthur said that we are making progress here. He said
that we want to make the capstone course a program requirement, not a university requirement.

Dean Odom told Dr. McArthur that the Business School wants to add a one-hour lab to its Business Policy course. Provost McArthur mentioned that this will have to be required.

f. Legislative Update

Provost McArthur relayed to the committee that the Lawton/Ft. Sill Chamber of Commerce added educational items to its legislative agenda, recognizing that what we’re doing in Higher Education affects the economy of the area.

Dr. McArthur then discussed sequestration. If a federal budget decision is not made by the start of the new year, then federal programs will have a 7-8% cut. He said that because of election season, it is doubtful that this will happen by January. Cameron needs to plan for a 7-8% cut in all federal programs. Provost McArthur explained that there will be a higher cut for new programs and midyear cuts are not prorated. Federal work/study funding would be affected. Student Services receives many Federal grant dollars so they will be most affected of the major campus units. Even grants that have already been given will be affected. Most of loan programs will be disturbed, but Pell is exempted in FY13.

g. Convocation

Provost McArthur commented that Convocation was very well attended and he thanked the membership for encouraging attendance. There was a volleyball match which meant that we couldn’t use the Gym as a rain venue, which is why we had to have the ceremony in the Aggie Rec Center. Unfortunately, we had to cancel several PE classes. In the future, we will consider scheduling restraints on the Gym.

For next year’s Convocation, we have more script issues to consider and we need to do a run through with the podium and sound check.

h. Around the Table for Announcements

Susan Camp, Director, CU-Duncan
- CU-Duncan will now be a part of the United Way campaign for Stephens County

Sylvia Burgess, Associate Vice President for Academic Affairs
- We are losing some concurrent enrollment students because of our ACT required standards. We have a community college function, but other community colleges haven an ACT requirement one point lower than Cameron. How do we get concurrent enrollment students to come to Cameron
instead of WOSC? Dr. McArthur stated that he doesn’t want to lower Cameron’s ACT standard from 20 to 19.

Von Underwood, Dean, School of Liberal Arts

- Hyunsoo Whang and David Kim have a combined recital tonight at 7:30 pm. There is a reception from 6-7 pm.
- The University Theatre now has new seats.
- The second Teaching and Learning presentation will take place Friday, October 12 at 2 pm in SC100. A group from OCU is coming and the topic is Social Media.
- The screening of Daughter of Dawn will take place in the University Theatre on Thursday, October 11 at 7pm.

Terry Conley, Dean, School of Science and Technology

- There is a Project Lead the Way gathering at Cameron in November. There will be many molecular biology and engineering folks.
- We will be hosting a VEX robotics competition in March.

4. Upcoming Meetings and Events
   a. Council of Chairs – 3:30 p.m. on Tuesday, October 9, 2012
   b. Council of Deans – 3:00 p.m. on Tuesday, November 6, 2012
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents

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<th>Agenda Items Due</th>
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   ii. The Oklahoma State Regents for Higher Education
      1. Thursday, October 25, 2012 - 9 a.m.
      2. Thursday, December 6, 2012 - 9 a.m.
      d. DaVinci Invitational Forum- October 27, 9:30 a.m. to 3:00 p.m., Oklahoma City Community College
      e. Five-Year Program Reviews due to Provost- Friday, November 16, 2012
      f. Oklahoma Women in Higher Education Conference- Friday, November 16, 2012 at University of Central Oklahoma in Edmond.

5. New Business

Meeting adjourned at 5:30 pm.