Date: Wednesday, February 4, 2015
Time: 2:00 p.m.
Location: Administration Boardroom

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
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
Barbara Pickthorn, Assistant Director, Library Services (attended for Sherry Young)
Vinetta Stanton, Educational Project Specialist

Members and Staff Representatives absent:
Sherry Young, Director, Library Services
Lisa Huffman, Dean, School of Education and Behavioral Sciences
Linda Phillips, Registrar
Mandy Husak, Academic Affairs Coordinator

Agenda and Notes


- Recognition – Dean Camey mentioned that Theresa Billiot’s advertising class has been doing extremely well. One group won an Annual American Advertising Award (ADDY) last year and all four groups won this year. The ADDY Awards recognize and reward creative excellence in the art of advertising.

- Discussion Items:
  1. Minimum Faculty Qualifications—VPAA Vanderslice distributed the revised copy of the minimum faculty qualifications form. She asked if there were any edits to be made. She stated that her only edit was that “Proposed courses” should be changed to “Proposed course(s).” Dr. Kingsley stated that “degree held” should be changed to “subject area.”

     VPAA Vanderslice mentioned that if anyone sees any other edits to let her know and she will get the changes made.

  2. IDEA Mobile Pilot Results—Dr. Oty compiled data about the feedback received concerning the mobile IDEA evaluations. She stated that the feedback received was more about the system than about the evaluations themselves. Overall, the response rates were positive. The VPAA will take the information to Faculty Senate to get their feedback.

     Dr. Oty provided a brief comparison of the online and the mobile evaluations. Some things she pointed out were that both the online system and the mobile system send reminders; however, the online system stops sending reminders once the student has filled out the evaluation while the mobile system sends reminders to everyone regardless
of whether or not they have completed the evaluation. Also, with the mobile evaluations, the faculty member who is teaching the class was able to monitor the response rates, which was not possible with the online evaluations. Dr. Oty also mentioned that both the online and the mobile evaluations have the added benefit of improved confidentiality since the results get sent directly to the faculty members and their supervisors.

VPAA Vanderslice stated that one huge advantage of the mobile evaluations is that it would help us to save time. Dean Conley asked if both the long and the short form of the evaluations were available on the mobile version. Dr. Oty said yes, the departments have the choice of the long or the short form. Dr. Vanderslice said that if anyone has any more feedback on the mobile evaluations to please let her know.

3. Openhire/Silkroad—VPAA Vanderslice stated that there is concern from the Chairs about the number of documents that can be uploaded in Openhire. Dean Camey asked if the number can be increased since the system will not accept any more documents once you get to a certain amount. Dr. Vanderslice mentioned that applicants can call Human Resources and have them upload the remaining documents for them, but that is not ideal. She also mentioned that some screening committees do not consider applicants that do not submit all required documents.

Dr. Oty asked if there can be a statement on the website that lets applicants know how many documents they can upload and what to do once they are past that number. Dr. Vanderslice will speak to Chase about the issue and invite him to Council of Chairs to provide clarification.

Dr. Vanderslice reminded the Deans and Directors that before approving a position, they should ensure that all information is included on the form.

4. Academic Plan Updates—VPAA Vanderslice mentioned that the time has arrived to make edits to the Academic Plan and send the final version back. She requested that any edits be sent to her by February 13th. Dean Conley asked when she will ask for information for this year’s academic plan. Dr. Vanderslice said that she will request the information in July and the report is submitted in August/September each year.

5. Request for positions—Dr. Vanderslice encouraged the Deans and Directors to look again at the position requests they submitted in the fall as their needs or priorities may have changed. Deans and Directors should let her know if they want requests considered this semester.

6. Program changes/deletions—Dr. Vanderslice mentioned that for substantial program changes Mandy will ask Chairs to submit a copy of the letter given to students. We submit to the Regents how long the teachout will be. Chairs should provide a teach-out plan that shows what current students will need to do in order to graduate or shows that the department has thought about what will happen to current students in the program.

Mandy sends curriculum changes to the Chair, Dean, etc. and Brandy sends a copy to Debbie Goode so that she is aware. If there is some other way to communicate that information, please let Dr. Vanderslice know.

7. NSSE Survey Results—The topics looked at this month were Time Usage, Educational and Personal Growth, and Satisfaction. The number of hours spent preparing for class was statistically significant for our students (juniors and seniors). A lot of our students
also reported that they work off campus and they provide care for dependents (children, parents, etc.). Most Cameron students reported that they would come back.

VPAA Vanderslice talked about how Dr. Oty put together some excellent information for the Teaching and Learning Series from the NSSE and other data. The attendance was great, the data was meaningfully related to the topic, and people were still talking about it when they left. Dr. Vanderslice expressed concern that faculty struggling in the classroom who are not attending the Teaching and Learning series are missing out on some good professional development right on our campus.

8. Reappointment/non-reappointment expectations—VPAA Vanderslice stated that she spoke to the chairs about reappointment and non-reappointment expectations. She mentioned the kinds of things to look at when considering a faculty member for reappointment including any issues with teaching evaluations.

She informed the Deans that their letters do not have to be separate; they can do one letter for all. Letters can be pdf format or deans may also use the form that is available. She reminded them that the deadline is February 13th.

9. Planning and Evaluation expectations—Dr. Vanderslice reviewed with the Deans the deadlines and expectations for faculty self-evaluations. She stated that the Deans should check to see whether faculty were on track to be tenured.

Dr. Vanderslice noted that Types of Faculty Evaluations on page 34 of the Faculty Handbook needed to be revised to read “Full-time regular and full-time supplemental faculty member.”

10. Resignation/Retirement process—Dr. Vanderslice stated that resignation/retirement materials should go to the VPAA’s office first because they have to go on the Regents agenda.

Faculty must submit their intentions in writing. If the faculty member is eligible for emeritus status, Deans can provide a memo to the VPAA at the same time.

11. Faculty Load Reports—Dr. Oty emailed the Faculty Load Reports to the Deans and the VPAA earlier. This information gets pulled out of banner. A few points to consider:

- Dr. Oty looks at:
  - The Instructional and Non-instructional Workload. Non-instructional should submit a memo to the VPAA.
  - The total SCHP

Online development counts as overload. Approval for development comes through the Chairs and the Deans. Dr. Vanderslice and Dr. Burgess will work on developing a system for informing Dr. Oty about faculty developing online classes.

Most faculty teach 12 credit hours and have 20 students per class which equals 240 SCHP. Dr. Vanderslice pointed out that when faculty teach under 180 SCHP and over 480 SCHP, the Deans need to pay attention to that.

12. Early Alert—Early Alert is at 62.6% right now. Usage is lower for Top 30 courses than it usually is. Dr. Oty will send out Early Alert data for Top 30.
13. Major Tracking—Data was distributed to the Deans on majors for programs in their school and whether or not the students were retained in their programs or at the university. Dr. Oty informed the Deans that they can share this information with their Chairs. She will also email the Chairs the actual list of students in their programs.

The Deans can look to see if there are any trends in their programs. They can look at individual programs and all the ones in their school.

❖ Reminders:

1. Fast Facts for Spring 2015, which contains our enrollment information as of census day, has been posted to the IRAA website. Please note that these are not official spring numbers, but are a snapshot of our enrollment after the last day to drop a 16 week class without an entry on the transcript.
2. Please remind the department chairs and faculty teaching capstone courses that we will be administering the CAAP Critical Thinking and CAAP Writing Essay test in all capstone courses taught during the Fall 2015 and Spring 2016 semester.
3. Please be sure you and your chairs are entering student complaints/concerns in the student concern system for documentation purposes.
4. Submit corrections to the Faculty Load Report to Dr. Oty by the end of the week.

❖ The meeting adjourned at 3:34 p.m.