Council of Deans - Minutes

Date: Wednesday, August 7, 2014  
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  
Lisa Huffman, 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  
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

Members and Staff Representatives absent:  
Debbie Goode, Director, Information Technology Services

Agenda and Notes

- Introduction of Lisa Huffman as new Dean of the School of Education and Behavioral Sciences
- Discussion Items:

  1. Request for Faculty Vita Update—VPAA Vanderslice asked that the Deans have their Administrative Assistants check to ensure that all faculty have a vita posted. Dr. Oty mentioned that when the vitas are posted, they disappear out of the folder on the W drive. Faculty should check the Transparency page to ensure that their vitas are posted rather than checking the folder.

     Departments have an outline for faculty vitas. They should be posted in pdf format by login name. Faculty vitas should be posted before September 12.

  2. Enrollment Update for Fall—Dr. Oty provided data on enrollment numbers for Fall by department and by site. VPAA Vanderslice stated that zero enrollment classes will be automatically cancelled. She asked that the Deans:

     i. Email classes in their school below 10 for upper division or graduate and below 20 for lower division that they want to keep on the schedule with the rationale so that they aren’t cancelled.

     ii. Please get verification from the chairs that all students have been notified if a class is cancelled.
3. Remaining Seat Report for Fall—Dr. Oty provided data on remaining seats. The VPAA will work with Chairs on this issue.

4. Assessment Report—Dr. Oty provided the group with a copy of the assessment report. Discussion ensued.

5. Graduation Rates—Dr. Oty mentioned that there is a HERI expected graduation rate calculator where you enter student demographics and it provides an expected 4 year and 6 year graduation rate. She also recognized that this calculator may not take into account all of the factors affecting our students.

6. Faculty Load and Compensation (FLAC)—Reminders about review of faculty load. Dr. Oty also needs to know non-instructional assignments, e.g. faculty release time, etc.

7. Tutor.com and Blackboard Connect Text messaging—Dr. Burgess briefed the group on tutor.com and Blackboard Connect Text messaging. Tutor.com is now available. It can be accessed through Blackboard. There is an 8 hours per student limit.

   Blackboard Connect Text messaging will be ready to go next week. With this service, the Registrar and Financial Assistance will be able to send text messages to students. Students can opt out.

8. Teaching and Learning Update—Dr. Kingsley informed the group that the Center for Academic Success is open. It is a new tutoring/Study Skills lab which will provide guidance on reading assignments, test preparation, note taking skills, time management, etc. It is located in Nance Boyer 1008 where the Reading Lab used to be. The Director is Jarrod Newman who has an interdisciplinary background and would be able to mentor a wide variety of students. Faculty can bring their classes to visit.

   Dr. Kingsley would like to circulate the spring schedule early so that faculty who would like to teach UNIV courses would have an opportunity to teach these courses in load as opposed to having them teach it as overload.

9. Persistence Academy Update—Dr. Kingsley shared some general guidelines for the early part of the Persistence Academy:

   i. Mid-term of the first semester is too late to work with struggling students
   ii. Focus on Top 30
   iii. Look at Campus Engagement
   iv. Carry out predictive analysis

   Recommendation: Develop 3 year action plan that will take us forward to the Persistence Academy.

10. Position Requests—VPAA Vanderslice provided the Deans and Directors with a template that was created for personnel requests. She asked the Deans to review the form and provide their recommendations by August 14. The form will then be made available on the W drive.

11. Call for Endowed Lectureship Proposals—Will be sent out next week via email. Templates will be placed on the W drive. Note that priority will be given to those that are most closely related to the Academic Festival this year.
12. Grants obtained—VPAA Vanderslice provided a copy of the report of grants obtained at the university level. She also mentioned that Cameron has a license to a grant source where you can search for grants. Tony Wohlers, Director of Academic Enrichment, also spoke at school meetings about grants.

13. Tie-in events for Academic Festival—Please share upcoming events in your department related to the Academic Festival so that these can be advertised on a wider scale.

❖ Reminders:

1. New grade monitoring application in AggieAccess is available for the Chairs and Deans to monitor outstanding grades.

2. Please spread the word to be cautious before clicking links in emails and on unfamiliar websites.

3. Self Service file recovery is now available for files stored on the W and U drive.

4. AggiePass.cameron.edu now offers more flexibility in allowing users to reset their passwords via an alternate email address.

5. The Fact Book for AY 2013-2014 has been posted at www.cameron.edu/iraa/factbook.

6. There are still a few seats remaining for the WeaveOnline training session this Friday from 10:30-12:00 in Ross 101.

❖ Important Dates:

- Council of Chairs – August 21, 2014 at 2:00 p.m.
- Council of Deans – September 3, 2014 at 2:00 p.m.

- 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

- 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.
- August 12, 2014 – Inter session ends
- August 13, 2014 – Fall classes begin
- August 20, 2014 – Last day to enroll or add a class
- August 21, 2014 – FLAC adjunct lock date for 1st 8 weeks, 12 weeks, 16 weeks, August intersession and any section with an end date during the 1st 8 weeks (F8 and 16 position suffix)
- August 21, 2014 – Payroll Action Forms submitted by 5:00 p.m.
- August 25, 2014 – Do not lock 2nd 8 week courses in FLAC prior to this date
- August 26, 2014 – Last date to drop without entry on transcript
- August 26, 2014 – Last date to drop with a refund
- August 27, 2014 – First input of the Spring 2015 enrollment schedule due by 5:00 p.m.
- September 1, 2014 – Labor Day Holiday
- September 5, 2014 – Personnel Requests for 2015-2016 due
- September 5, 2014 – Endowed Lectureship Final Reports and Donor Thank You Letters due
- September 5, 2014 – Endowed Lectureship Proposals due
- September 25, 2014 – Course Equivalency Project meeting at UCO
- September 25, 2014 – Academic Festival speaker Chef Rick Bayless
- September 26, 2014 – Convocation
- September 30, 2014 – Penalty for late payment of tuition and fees begins
- October 6, 2014 – All information entered into WEAVEonline and designated as “final.”
- October 7 – November 3, 2014 – Assigned IAC members and Deans review entries and give feedback in WEAVEonline. Assigned IAC members and Dean make recommendation to the IRAA Director on which programs should be scheduled for Roundtable discussions.
- October 10, 2014 – Mid-term grades posted by 4:00 p.m.
- October 16-19, 2014 – Fall Break
- October 21, 2014 – FLAC lock date for all adjuncts teaching 2nd 8 weeks (S8 position suffix) and all full-time faculty
- October 21, 2014 – All 2nd 8 weeks Payroll Action Forms submitted by 5:00 p.m.
- November 3, 2014 – Deadline to apply for graduation to ensure name will appear in Commencement Program
- November 3 – November 14, 2014 – VPAA decides which programs will participate in a roundtable discussion and the schedule is created.
- November 7, 2014 – Last date to withdraw with an Automatic “W”
- November 18, 2014 – Academic Festival speaker Robert Glennon
- November 21, 2014 – Last date to withdraw from a class with signature
- November 26-30, 2014 – Thanksgiving Holiday
- December 8-13, 2014 – Final Exams
- December 13, 2014 – Session Ends
- December 17, 2014 – Faculty Offices close at 5:00 p.m.