Date: Wednesday, July 8, 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  
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  
Debbie Goode, Director, Information Technology Services  
Sherry Young, Director, Library Services  
Mandy Husak, Academic Affairs Coordinator  
Vinetta Buchanan, Academic Affairs Specialist

**Members and Staff Representatives absent:**  
Linda Phillips, Registrar

**Agenda and Notes**

- Approval of Council of Deans Minutes – June 17, 2015 Meeting (Handout) – **There was one edit to the minutes then they were approved as amended.**

- Discussion Items:

  1. Syllabus Review and next steps—Selected syllabi have been reviewed. VPAA Vanderslice will provide a copy of the check sheets to the Deans so that they can have an opportunity to take a close look at them and also have the Chairs do the same. Ultimately, she wants them to get back to the faculty member so that they can review them and make changes if necessary. She asked that the Deans check for critical components missing from the syllabi and follow up on corrections.

  2. Communication of faculty and staff issues—VPAA Vanderslice asked the Deans and Directors to help communicate faculty and staff issues to her. She stated that it helps keep her and the President informed. They may be included in the weekly updates or sent to her by email.

  3. Request for President to attend or speak at events—VPAA Vanderslice shared that the President gets many requests to attend events on campus and always tries to send a representative if he cannot make it. Departments should check with his executive assistant first to see if he is available for their event then send a request specifying whether they want him to attend only or to speak. She asked that they send requests earlier rather than later and confirm requests with Sarah.

  4. Adjunct Faculty Workshops—VPAA Vanderslice stated that the workshops will take a different format this year. There may be breakout sessions with different speakers and the groups will be rotated.

    In addition, adjuncts requested a dedicated time to meet with their Chairs so Dr. Vanderslice would like to provide them with that opportunity. Dr. Kingsley suggested it might be helpful to provide the Chairs with talking points so that they would know what information to discuss at that time. Dean Conley expressed that it may also be beneficial for the Chairs to just have time to visit
with their adjunct faculty. VPAA Vanderslice asked the Deans to request that the Chairs be present for the Adjunct Faculty Workshops in Duncan and Lawton.

Dean Camey asked if remote adjunct faculty would be facilitated. Dr. Kingsley suggested filming the workshop and making it available to remote faculty. Dr. Burgess will facilitate recording or setting up a means of communicating with remote faculty.

5. Documentation of date of last attendance—VPAA Vanderslice mentioned that while reviewing special requests with a team, it came to her attention that faculty are not entering the last date of attendance. This date is important for many reasons including veterans’ issues, financial aid, etc. She recommended that the Deans include this topic as an important part of their Back to School meeting. The last date of attendance should be entered at the same time grades are entered. Dr. Vanderslice pointed out that the email Renee Roach sends out each semester clearly states what to do if students never attended or only attended once.

6. Intersession Advisement—will be due July 23, 2015. An email with the template was sent out last week. Deans are not expected to have someone from every department available for advising during intersession. Good advisors who are available during that time are needed to advise for all departments in their school.

The faculty member can follow up with someone in that field to ensure that no changes need to be made to the schedules of students they have advised if necessary.

7. Final Endowed Lectureship Project Reports and Donor Letters—due Friday, September 4, 2015. After the Deans have reviewed them, the faculty need to submit a copy of the report to the Office of the VPAA and the letter electronically to Vinetta. Dr. Vanderslice asked that the Deans review the letters to be sure they represent their school well.

8. Endowed Lectureship Proposals—will be due on Friday, September 4, 2015. A formal call for proposals including available funds will be distributed at a later date. Dr. Vanderslice asked the Deans to note the more stringent attention to the proposal budget this year. Based on what the faculty ask for, the money has to be provided from a specific account. Dr. Vanderslice asked Deans to take a closer look and ask specific questions about proposals submitted through their school. Vinetta stated that faculty are also responsible for tracking their own expenses to ensure that they are staying within their budget.

9. Follow-up on Graduates—VPAA Vanderslice stated that we want to know that we are adequately preparing students for the jobs that they get after they graduate. She asked the Deans to consider how can we do some tracking to meet expectations we are asking for on the PQIR.

Dean Underwood mentioned that he sends a spreadsheet of graduates to the Chairs in his school so that they can help him keep track. Dr. Vanderslice stated that she will include this on the Planning document for Deans this year.

Dr. Oty shared that Deans can find their graduates in the ePrint repository as report ST033 Graduates. It lists all CU grads but they can pull their departments.

10. Dr. Vanderslice also mentioned that the MWF option was added back to the standard scheduling document which will be sent out when Linda sends out the first draft of the schedule. She encouraged the Deans to check the standard scheduling document and be sure all courses offered are there or request a schedule variance for them. She reiterated that we schedule classes when our students want them and urged the Deans to use the list from Dr. Oty about times students attend classes in order to make scheduling decisions.
Dr. Kingsley commented that students may choose to attend other universities because they can get the classes they need online elsewhere or cannot get classes here at the time they’re available.

11. ITS Computer Replacement and Software Updates—Debbie Goode gave an update on the status of computers around campus. Delcom will be here during the first 2 weeks in August to do the deployment for new computers. VPAA Vanderslice asked if the faculty who are receiving new computers need to be on campus during the deployment. Debbie responded that they don’t necessarily have to be here. Any information that they want transferred to their new computer needs to be stored in the My Documents folder. ITS will remove the old hard drives and will only store them for one year. Administrative Assistants should have the list of their faculty receiving new computers. ITS will contact all faculty and staff receiving new computers about the timeline and expectations. VPAA Vanderslice asked that Deans to ensure that new faculty offices are ready by the New Faculty Training because they will need to have access to them.

A question was raised about whether or not ITS would roll out Microsoft 2013 to all computers. Debbie responded that ITS will not do a mass installation; if someone wants it installed on their computer, they can request it.

12. ACT Engage Update—Dr. Kingsley led a discussion about the ACT Engage data available and who should be able to access it. She mentioned that the Advising Center, persons teaching UNIV classes, Dean Naifeh and Karla Oty currently have access to the report.

UNIV faculty have told students that if they are interested in their scores they could talk to them about it. Dr. Kingsley said that UNIV faculty would probably have to be trained on how to use the scores and what to say to students about it. The purpose is to help students in areas where they have weaknesses.

The survey is done through the Testing Center and is geared for incoming students. Dr. Kingsley would like to see how scores are connected to student retention before we allow additional access. She would like to share the aggregate report for the university to show where our students think they’re strong.

13. Early Alert Usage for Summer—Dr. Oty shared the Early Alert Usage for Summer which is currently at 54.3%. She stated that by this time everybody it applies to should have used it and that the numbers are usually low for the Summer session.

14. Enrollment Update for Fall—Dr. Oty also shared the fall enrollment numbers. Fall enrollment is down 5.5% in total students as of July 1, 2015. We are also down in graduate and military students but up in upper division and concurrent students.

15. Remaining Seat Report for Fall—Dr. Oty provided the most recent remaining seat report for fall. She also provided an additional report which shows the trend in the last month.

16. Plan 2018 - 2 Year Update—Dr. Oty provided the two-year update to Plan 2018 and asked that if anybody had any changes or other information to report, to let her know by the next Council of Deans. She specifically asked for information relating to Action 1.9 and Action 2.1; however, information may be provided for any other areas. Information must be for actions that occurred in the past two years.

❖ The meeting adjourned at 4:00 p.m.