Council of Deans- Minutes

Date: Tuesday, July 2, 2013  Time: 3:00 p.m.
Location: Administration Board Room

Members and Staff Representatives present:
Terry Conley, Dean, School of Science and Technology
Von Underwood, Dean, School of Liberal Arts
Howard Kuchta, Interim Dean, School of Education and Behavioral Sciences
Sylvia Burgess, Associate Vice President for Academic Affairs
Marge Kingsley, Assistant 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
Ronna Vanderslice, Vice President for Academic Affairs

Members and Staff Representatives absent:
John Camey, Dean, School of Business (not officially on campus yet)

Agenda and Notes

1. Introductions – Dr. Howard Kuchta, Interim Dean, School of Education and Behavioral Sciences.

   Dr. Kuchta has been named Interim Dean of the School of Education and Behavioral Sciences and will hold that position until completion of a national search for a new permanent Dean.


3. Announcements and Information Items

   a. Intersession Advisement information is due to AVP Glover and Vice President Vanderslice by Friday, July 19, 2013 (Handout 2).

   b. FLAC training, Part 2, will be held in CETES Conference Room B. Each session will last about 45 minutes. Sessions are scheduled as follows:

      July 24, 2013
      1:00 Education and Behavioral Sciences
      3:00 Liberal Arts

      July 25, 2013
      1:00 Science and Technology
      3:00 School of Business, ACE, Academic Enrichment, Academic Advising Center
All department chairs, administrative assistants and deans should attend at the assigned time for their schools/units. It is critical for everyone to attend the training because this new process will affect how adjuncts and full-time faculty will be paid.

c. The Course Equivalency Project Information is due to Mandy Husak \textbf{July 25, 2013}.

d. New faculty English Language Proficiency certifications are due to Vice President Vanderslice by \textbf{July 25, 2013}. Please email her the appropriate information about whether you have new faculty for whom English is a second language.

e. Reminder: The new Faculty Orientation sessions are set for \textbf{August 5 and 6, 2013}, 8:30 a.m. to 4:30 p.m., Buddy Green Room, McMahon Centennial Complex. Deans are asked to be available to attend the sessions. Additional information will be provided soon.

f. Abbreviated course format information – as discussed at the June 2013 Council of Deans meeting and previously, information regarding any courses with abbreviated formats (less than 8 weeks), including the course syllabus or outline, course schedule (if not included in the syllabus), and student assignments (if not included in the syllabus), is due to Academic Affairs by \textbf{August 23}.

g. Final Endowed Lectureship Project Reports and Donor Letters are due to the Office of the VPAA by \textbf{Friday, August 30, 2013}. They must be reviewed before submission by the appropriate Academic Dean. VP Vanderslice noted that this date is slightly earlier than in previous years.

h. Post audit/low productivity information that has been distributed by Dr. Oty is due to the VPAA by \textbf{August 30, 2013}.

i. Personnel Requests for AY 2014-2015 (Handout 3) are due to the VPAA by \textbf{September 5, 2013}.

j. Endowed Lectureship Proposals are due to the VPAA by \textbf{Friday, September 6, 2013}. A formal call for proposals will be distributed at a later time.

k. Back to School meetings. VP Vanderslice asked that each school/unit let Brandy know when and where unit meetings will be scheduled as soon as possible.

l. General Faculty and Staff Meeting is still tentatively scheduled for Wednesday, August 7, 2013 at 8:30 a.m. President McArthur will send an email confirming the meeting in the next couple of weeks.

4. Discussion and Updates

a. Faculty Load and Compensation (FLAC) – Dr. Karla Oty, Director, Institutional Research, Assessment & Accountability

i. Issues in summer – Dr. Oty discussed the need for Deans/Chairs to update promptly with the Registrar’s office any changes in instructors, to remove from the enrollment schedules all faculty who are no longer at Cameron, and to notify the Registrar of
other changes as they occur. If an instructor has not yet been identified, the instructor name should be changed from an incorrect faculty member to “Staff,” and subsequently corrected as soon as an instructor is identified to teach the course. Dr. Oty also discussed tentative lock dates for fall entries in the FLAC system. More information will be provided at the FLAC training.

ii. Review of loads – This information is due to Dr. Oty by **July 25, 2013**.

Chairs/Deans can just write corrections on the same sheet sent by Dr. Oty.

b. CAAP Testing – Dr. Oty also reported that the CAAP Testing in writing and critical thinking for seniors in Fall 2013 capstone courses is scheduled for November 11-22, 2013. 200 seniors will be tested in writing and in critical thinking. Two days are needed for testing purposes over that time frame. Her office will randomly select capstone courses for testing purposes.

c. Remaining Seat Information for Fall 2013 (Handout 4) – briefly discussed. Deans and AVP Burgess asked to continue to review for consideration of whether to shift courses to ensure needs for courses were met, and that courses with low enrollment are scheduled at optimal times to increase enrollment.

d. Fall 2013 Enrollment Update (Handout 5)

Director Oty noted that Fall 2013 enrollment is down slightly, and a bit lower than expected, but Enrollment Management believes that is because one fewer enrollment date was scheduled for spring and summer. She also noted that ACE enrollment appears to be down, but that is misleading because several segments were pulled out of ACE data and assigned to separate areas.

e. Midterm Grade Report

Dr. Oty noted that it is great to have reminders for students that they have not completed the necessary work in a class, but that “incomplete” is not an appropriate grade entry for a mid-term grade. It is only appropriate with the necessary conditions at the end of the term.

f. Early Alert (Handout 6)

Dr. Oty discussed the Early Alert Usage report dated July 2, 2013, and noted that the Total Unduplicated Instructors was down slightly from AY 11-12, but the percentage of instructors using Early Alert was up significantly. She also noted that faculty should be aware that they should use the Early Alert report even if only to reflect “No Early Alert needed”, if applicable.

g. IT Update on computers for new faculty

Debbie Goode reported that POs have been issued for the new PCs that were requested, and that they will be ordered within the next few days. She is hoping to have them in place by August 7. She also asked that we send her a list of every faculty member who
will need a loaner in the event the PCs are not yet installed, and she will work to identify loaner PCs or laptops for new faculty to use until the new PCs arrive and are installed.

AVP Burgess noted that there are several Freedom to Learn laptops available that could be used for that purpose.

h. Degree Works Update

Linda Phillips said that Mandy Husak is working steadily on the catalog changes and they are reflecting those changes in Degree Works. She explained to the group that the new changes to degree plans are in effect for new students and those changing majors. Paper degree checksheets still need to be used for many students, and some Degree Works plans may need minor changes because of various issues that cause exceptions to old versus new requirements. There continues to be much confusion about who follows which requirements. Linda said it was important to review degree checks carefully to ensure the students were provided accurate information.

i. Degree Requirement Changes – General Education

VP Vanderslice announced the rule to use for degree changes: 124 vs. 128 credit hours: Students seeking to take advantage of the reduced credit hours required for their degrees – to 124 – will be required to take a capstone course in their major field. Those students who stay with the 128 credit hour degree plan are not required to have any new capstone that became effective this fall, unless it was previously set as a degree requirement.

Discussion ensued. Linda Phillips noted that for previous degree plans, deans and chairs need to sign off on the plan, as well as on waiver/substitutions, etc. that are needed to have the plans approved. Dean Conley expressed concern that the “grandfathering” of the old degree plans is counter to what we did last year, where we were told to tell students they had to follow new changes. VP Vanderslice said many departments were completing substitutions/waivers in appropriate situations. She said that going forward, on all degree changes we need to be sure that the effective date for the changes is specifically included in the paperwork accompanying the changes so that we are all clear.

j. Leadership Development

VP Vanderslice asked that the development training provided by her to those nominated be postponed until Spring 2014, in order to allow her to have time to acclimate to the position and to its requirements.

k. Meeting days/times for AY 2013-2014

The group discussed the time for holding meetings of the Council of Deans and Council of Chairs. The consensus of the group that Council of Deans would meet on Wednesdays at 2:00 p.m. beginning August 7. VP Vanderslice will discuss time for Chairs meetings when she meets with the Chairs at the regularly scheduled meeting next week.
1. Other announcements

VP Vanderslice told the group she was excited about working with us in her new capacity.

m. Overview of Initiatives for AY 2013-14 from Plan 2018 Priorities

- Improve our retention and graduation rates
  VP Vanderslice indicated the Registrar’s office would be going back and looking at how many graduates we have had, and identify how many are three hours short of obtaining their degrees. She asked the Deans and AVP Burgess to assist in that process by reaching out to students. She also asked that we set specific goals for each department on retention and graduation rates. She suggested we work with the academic units to identify who the dropouts are, who knew them, what happened, how close were they – and that we keep in touch with our students. She also reminded us to look at the lists Linda Phillips had provided to us with that information, and to use it.

- Open the Office of Teaching and Learning
  Dr. Kingsley indicated they are preparing to open the office. They will work with many students in developmental courses as well as remediation assessment to ensure they are ready for college level work. The office will also work with the Top 30 courses, with the Advisement Center, tutoring labs, and public school outreach.

- Continue our work in assessment and accountability
  We will continue work on CAAP testing, General Education assessment, and program assessment. There is still need for improvement. We will all work on finding ways to help faculty understand and improve assessment measures.

- Continue our work in community development
  We will continue to engage the community through Service Learning and Internships, and through volunteer and other efforts.

- Continue our work in community engagement
  Increase community engagement, such as working in the high schools and other areas to build responsible citizenship in students

- Provide faculty and staff development
  Several areas will be considered, including new developments in online learning, teaching techniques for kinds of learners we have, etc. We need to work to improve opportunities for staff development.

- Improve campus communication
  VP Vanderslice suggested we all consider ways to expand communication and gather meaningful input, such as through use of student advisory boards, faculty advisory boards, and staff advisory boards. She said they tend to discuss many things that are great for faculty and students to know.
5. General Announcements

- Dr. Oty noted that the CU Transparency webpage is available for all to use, and has the budget, initiatives, and other useful information. It is located at [www.cameron.edu/transparency](http://www.cameron.edu/transparency).

- Dr. Sherry Young noted that some institutions have information on scrolling screens about past events, accomplishments, etc. Discussion ensued.

6. Upcoming Meetings and Events

a. Council of Chairs – 3:30 p.m. on Tuesday, July 9, 2013

b. Regents Meeting Dates (for curriculum proposal purposes)
   
i. The University of Oklahoma Board of Regents

<table>
<thead>
<tr>
<th>Board Meeting Dates</th>
<th>Topics Due</th>
<th>Drafts Due</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 18-19, 2013</td>
<td>July 29</td>
<td>August 12</td>
<td>Tulsa/Claremore</td>
</tr>
<tr>
<td>October 23-24, 2013</td>
<td>September 3</td>
<td>September 16</td>
<td>Lawton</td>
</tr>
<tr>
<td>December 5-6, 2013</td>
<td>October 7</td>
<td>October 21</td>
<td>Norman</td>
</tr>
</tbody>
</table>

   ii. The Oklahoma State Regents for Higher Education

1. Wednesday, September 4, 2013 – 10:30 a.m.
2. Wednesday, October 23, 2013 - 9 a.m.
3. Thursday, November 7, 2013 – 10:30 a.m.
4. Wednesday, December 4, 2013 - 10:30 a.m.

   c. New Faculty Orientation, **August 5 and 6, 2013, 8:30 a.m. to 4:30 p.m.**, Buddy Green Room, McMahon Centennial Complex

d. Tentatively: General Faculty and Staff Meeting, Wednesday, **August 7, 2013 at 8:30 a.m.**

e. Adjunct Faculty Workshop and Orientation for the Duncan Campus, **August 12, 2013, 6:00-8:30 p.m.** at the Learning Resource Center

f. Adjunct Faculty Workshop and Orientation for the Lawton Campus, **August 13, 2013, 6:00 – 8:30 p.m.**, McCasland Ballroom, McMahon Centennial Complex

g. Fall classes begin. **Wednesday, August 14, 2013**

Meeting adjourned at 4:48 p.m.