Council of Deans

Unapproved Minutes

October 2, 2000

Members:

McKellips
Atwater
Burgess
Dawe
Goode
Harrison
Neale (Absent)
O’Keeffe
Soelle
Young

Others Present:

Sue Ellen Wilson, Information Technology Services

Tink Glenn, Educational Outreach

1. McKellips asked Sue Ellen Wilson to make her presentation.

a. Wilson stated that she wanted to talk about IAAP (International Association of Administrative Professionals).

(1) Wilson distributed a document and provided information about this organization, which has 700 chapters and 40,000 members worldwide.

(2) Wilson stated that the Cameron Chapter of IAAP will be hosting the Arkansas-Oklahoma Division meeting on April 27-28, 2001. There will be 100 plus administrative professionals on our campus. She stated that everyone...
here has members of IAAP in their schools and units and asked that they support the activities of this organization by encouraging members to not only attend the conference in 2001 but to also participate in other activities of IAAP throughout the year. Wilson stated that the main thing she would like the members of the Deans Council to do is to make it possible for IAAP members to attend the conference in 2001 by giving them time off.

2. McKellips distributed a memo, subject: Textbook Common Adoption. This memo was only sent to the three new deans but others need to be aware of this. The memo was written by John Sterling regarding a recent Cameron University Bookstore Committee meeting, urging that we look at the situation with respect to textbook adoption where individual courses have multiple textbooks for the same course. The concern is the hardship placed on students. McKellips would not like to get into making a policy about this but he thinks it is a reasonable concern.

3. McKellips distributed a list faculty and courses that are underway as on-line courses.

a. McKellips stated that there is an opportunity that is becoming increasingly evident that we will have to do something about in order to get courses on-line if we are going to maintain our relationship with the military. There are, what it appears to be, two separate initiatives underway. One of them is the one that we have seen published in the newspapers about the on-line Army initiative. This is the big program initiative where they will be starting primarily at Fort Hood, Benning and one other place. Then there seems to be a separate one coming out of TRADOC that appears to give Cameron some exclusive role and an inside track. They are wanting us to get Associate Degrees on-line. The response time is very short. If we make the proposal on the one on which we have an inside track, we will have to move quickly. We will have to have it up and running in nine months. That is a very short period of time.

b. McKellips has spent the morning discussing possible options with the President about how we go about this. The most likely is an associate degree in interdisciplinary studies, although there is a possibility of an associate degree in business and an associate degree in criminal justice. The handout is a list that Karen Hardin furnished to McKellips and these are the faculty members who are working on on-line materials. The list appears as if these faculty were actually preparing on-line courses and McKellips is not sure that is true in 100% of the cases. He thinks these faculty are preparing on-line support for courses that are delivered in the classroom. McKellips will be talking to Hardin later today to find out who really is working on trying to prepare on-line courses.

c. The only school in Oklahoma that has degree programs on-line is Rogers State University and they worked with ecollege.com to get their courses online. McKellips feels that faculty may feel they will get run over by that process. McKellips will be going to Claremore to look at what Rogers State has done and see what their degrees look like and find out how they went about putting that in place.

d. McKellips will be spending a lot of time on this this week. We will be hearing more and more about this as the year goes by. Lengthy discussion followed.

4. McKellips distributed a document relating to enrollment in courses required for secondary education students. This was brought to his attention the other day and it is a matter of concern. The first column is a list of all the courses McKellips could find that are required for secondary education students. There may be other courses because all he did was go through the catalog and pick out these courses. He does not make any guarantee of how complete this list is. After pointing out the low enrollments in the various courses, McKellips stated that as the group can see, we are almost out of the business of producing secondary teachers. This does not include CAMSTEP - this is undergraduate. Lengthy discussion followed as to why this might be happening.
5. McKellips distributed the following two documents from Oklahoma State Regents for Higher Education:

a. Program Articulation Survey. McKellips is sharing this information to let the deans know that a number of institutions have worked out articulation agreements with two-year colleges. Cameron doesn't have any other than the state-wide articulation agreements on general education.

b. Graduate Plan Summary. The summary provides information on the success of getting students to sign graduation plan contracts. As can be seen, this has not been successful. Students don't want to sign the contracts. This is designed for full time resident students and Cameron does not have very many of them.

COMMENTS

Atwater - The writing team will have the final draft of the self-study to Goode to put on the net and to the Print Shop by the end of this week.

Harrison - No comments.

Goode - Asked McKellips if he had checked at the COI meeting about on-line catalogs at other institutions. McKellips said that he had communicated with Julie Duncan about that this week. Almost everybody at the meeting said that the only time they updated their catalog was when they updated their printed copy. He told Julie that and she sent him an e-mail with a quote she had extracted from the OU on-line catalog which said that their on-line catalog is the current version of their catalog and the printed version is not kept up in the way their on-line version is. Goode asked if McKellips gave Julie instructions on what to do. McKellips said that he did not because he has not thought through this. Maybe all that we can do is put a disclaimer of some kind on the on-line version. Short discussion followed.

Soelle - No comments.

Young - Mentioned that they are working on improving Library services to distance learners. She traveled to Duncan and made a presentation to the classes about the new services and how to use them. Young informed the group of the new services the Library now provides and how they work. She also distributed a flyer about these services. Discussion followed.

O'Keeffe - No comments.

Dawe - The Regional Universities Research Day is coming up. He had 28 submissions for presentations this year. There have been some cancellations and this is a bit embarrassing. Only two actual presentations have been submitted in their entirety. The deadline is the end of this week. He would like the deans to go back to their schools and encourage those people who said they were going to present to submit their presentations. Short discussion followed.
Burgess - McKellips asked the status of the Faculty Handbook. Burgess replied that McKellips has part of it already and he should have the rest of it this afternoon. Discussion followed.

Ncalf r Absent.

Adjourned 12:34 p.m.