

Council of Deans Minutes

Date: Wednesday, December 2, 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

Kelly McClure, Director, Information Technology Services (Pending Board of Regents' Approval)

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

- ❖ A special welcome was given to Mr. Kelly McClure. Mr. McClure will join us as the new Director of Information Technology Services pending Board of Regents' approval.
- ❖ Approval of Council of Deans Minutes – November 4, 2015 Meeting (Handout) – **The minutes were approved as presented.**
- ❖ Discussion Items:
 1. Alumni Survey—The discussion continued from last month about HLC Requirement 4.A.6: The institution demonstrates responsibility for the quality of its educational programs.
 - The institution evaluates the success of its graduates. The institution assures that the degree or certificate programs it represents as preparation for advanced study or employment accomplish these purposes. For all programs, the institution looks to indicators it deems appropriate to its mission, such as employment rates, admission rates to advanced degree programs, and participation rates in fellowships, internships, and special programs (e.g., Peace Corps and Americorps).

In an effort to talk about ongoing measures to keep better track of our graduates, Frank Myers, Associate Director of Alumni Relations, was invited to the meeting to share information about a survey the Alumni Office conducts to collect data on Cameron graduates. The survey is sent out to new graduates prior to 6 months after they graduate and data is collected for May, July and December graduates. The questions surround their current situation—furthering education or working or unemployed. Students also have the option to have someone from Cameron's Career Services department contact them to assist them with finding a job.

Currently, the data collected from the survey is only being shared with the Career Services Department. It was mentioned that the Registrar's Office conducts a similar survey but theirs is anonymous. We will ask Linda Phillips to share information on their survey at a future meeting. We will also continue discussing this topic at future meetings.

2. Disbursement of Financial Aid and classroom attendance—VPAA Vanderslice expressed that there is concern about the timeline for disbursing financial aid. There is no standard timeline that departments use for awarding scholarships and tuition waivers.

She reminded the Deans that it is important for faculty members to take attendance as students need to attend classes within the first ten days in order to receive financial aid. Dr. Oty mentioned that student attendance also affects our cohort numbers.

We will continue discussing this topic at Council of chairs.

3. Intersession Advisement—VPAA Vanderslice reminded the Deans that intersession advising will be done differently this time. We will have 3-4 faculty members advising for all departments on December 18 (when faculty offices are closed) and they will all be located in the Advising Center. All faculty need to be available on days when faculty offices are open.

Dr. Vanderslice encouraged the Deans to hang signs and leave phone messages directing students to go to the Advising Center for enrollment on December 18.

4. Academic Plan— VPAA Vanderslice shared a copy of the Academic Plan that was submitted to the Regents as well as revisions that were made. Items we submit are things the Regents will consider to be priorities.
5. HLC Academy for Student Persistence and Completion Academy—Dr. Oty and Dr. Kingsley made a presentation on the Quality Initiatives project that they are currently working on for HLC. The purpose of the project is to implement additional strategies to help struggling students. Each top thirty class will be given this information in order to come up with interventions to help these students. The project will be rolled out to Council of Chairs in January.
6. Budget Update—President McArthur gave a brief budget update. He shared that ideas for potential revenue/cost savings have been collected. We anticipate the size of the revenue/cost savings to be three million dollars - one million dollars cut internally next year and a two million dollar reduction at the state level. The Executive Order is still in effect.

On January 5th, 2016 at 8:00am there will be a brief faculty and staff meeting where he will roll out the list of ideas collected and have a place where faculty and staff can provide suggestions. He is also planning Listening sessions hosted by the President and Vice Presidents. The timeline for feedback will be January 5th through the third week in February.

7. Early Alert Update—Dr. Oty (Handout) – Dr. Oty provided an early alert update. Early alert usage was up to 83.8% as of November 30.
8. Enrollment—Dr. Oty provided a day to day comparison of enrollment for last year and this year. VPAA Vanderslice reminded the Deans to cancel classes unlikely to make and contact students to change their enrollment before offices close. She also asked that they send her a list of any classes that do not meet the minimum 10/20 that they would like to keep on the schedule by December 10th.
9. Potluck lunch—There will be a Council of Deans' potluck lunch on December 16th at 12:00 p.m. in the Administration Boardroom. Bring your favorite dish!

❖ The meeting adjourned at 4:00 p.m.