Council of Deans Minutes

Date: Wednesday, September 4, 2013  Time: 2:00 p.m.
Location: Administration Board Room

Members and Staff Representatives present:
Ronna Vanderslice, Vice President for Academic Affairs
Marge Kingsley, Assistant Vice President for Academic Affairs
Sylvia Burgess, Associate Vice President for Academic Affairs
Susan Camp, Director, CU-Duncan
John Camey, Dean, School of Business
Howard Kuchta, Interim Dean, School of Education and Behavioral Sciences
Von Underwood, Dean, School of Liberal Arts
Terry Conley, Dean, School of Science and Technology
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Debbie Goode, Director, Information Technology Services
Linda Phillips, Registrar
Sherry Young, Director Library Services

Guests present:
Mandy Husak, Academic Affairs Coordinator
Vinetta Stanton, Educational Project Specialist

Agenda and Notes

* Approval of Council of Deans Minutes – August 9, 2013 Meeting (Handout)- Approved with a few corrections. *

* Discussion Items *

1. Beginning of the semester review
   - Open Hire – it was unclear whether applicants had terminal degrees since many did not turn in a transcript. In the future, Human Resources will do the final check. Dr. Vanderslice will not send out the letters of offer with Assistant Professor listed unless the candidate’s terminal degree is posted.

   - Feedback on FLAC (Faculty Load and Compensation):
     - It is straightforward.
     - The guidelines provided were very helpful.

   - Susan Camp mentioned how grateful the CU-Duncan faculty is that an Adjunct Faculty Workshop is offered there.

2. Communication re: campus issues – Dr. Vanderslice asked the Deans and Directors about the best way to contact them about issues on campus. Cameron has an emergency messaging system, which, as the name suggests, is used for emergencies. However, there
are other serious issues on campus from time to time that are serious but would not
necessarily count as emergencies. Linda Phillips said that they sometimes get information
over the intercom in Shepler. Dr. Kingsley mentioned that a fire extinguisher is needed in
Burch Hall.

In case of a serious incident on campus, Dr. Vanderslice will email or text all the Deans
and Directors. She recommended that the Deans have the same plan with their Chairs.

3. Travel Policies/Requests – should be submitted before the event. For out of state travel,
allow 30 days for signatures and approval. Ideally, travel requests should be submitted
before booking a flight and paying for registration for an event. A statement should be
included on how classes will be covered. The VPAA recommended that Deans help new
faculty through the process the first time.

4. Positive News – VPAA Vanderslice spoke with Janet Williams, Director of Media
Relations/Managing Editor, about the need for positive news articles about our students.
She praised the Deans for taking the time to do the Weekly Updates which also highlight
faculty, staff and students. She suggested that the Deans talk with the Department Chairs
about submitting positive news to Janet Williams for publication.

5. Follow-up on Advisee lists – Linda Phillips spoke with some Administrative Assistants
and walked them through the process of correctly entering advisor names. There are a
couple of ways to enter the data and it may not be saved if entered incorrectly. The
advisee lists will not include students being advised in the Advising Center.

Dr. Kuchta asked about blanks on the sheets and Linda Phillips replied that if a student
changes majors, the wrong advisor may be listed or that field may show up blank. Many
students are not filling out a Change of Major form. Undeclared majors need to be
advised in the Advising Center. Change of majors are reviewed and approved by
Admissions then the Registrar’s Office enters the new information. Discussion ensued
about the best way to report change of majors to the departments. It was decided that the
Deans would talk to their departments and a decision will be made at a future Council of
Deans meeting.

6. Planning – VPAA Vanderslice provided the Deans a copy of the Annual Academic
Performance Review policy from the Faculty Handbook. The Department Chairs are
responsible for reviewing the plans with their faculty. Dr. Vanderslice reminded the
Deans to ensure that they receive an Annual Academic Performance Review for each
faculty member each semester.

7. Update on Early Alert Usage for Fall 2013 – Dr. Karla Oty reviewed the numbers for
early alert usage from Fall 2011 to present. Early alert usage at the end of fall 2012 was
73.3%. So far this fall, early alert usage is at 60.1%.
8. Enrollment Update – Dr. Oty shared the fall 2013 Enrollment data that was provided which compares fall 2012 and fall 2013 enrollment. These are the Census Day numbers that will be provided to the Regents.

9. Academic Summary – Dr. Oty briefly discussed the fall 2013 Academic Summary handout that was provided. It included the types of sections and how many of each are being offered.

10. Faculty CV and picture posting update on transparency webpage – Dr. Oty provided a handout showing all faculty and whether they have posted their vita or not. She asked the Deans to remind their faculty that vitas should be posted by September 12th.

11. Update on CAAP Testing – The CAAP test will be administered in November and again in the spring semester. There will be a training session for the proctors before the exam is administered.

Important Dates:
- Council of Chairs – 8:00 a.m. on Wednesday, September 18, 2013
- Council of Deans – 2:00 p.m. on Wednesday, October 2, 2013
- Regents Meeting Dates (for curriculum proposal purposes)
- The University of Oklahoma Board of Regents

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ii. The Oklahoma State Regents for Higher Education
- Wednesday, September 4, 2013 – 10:30 a.m.
- Wednesday, October 23, 2013 - 9 a.m.
- Thursday, November 7, 2013 – 10:30 a.m.
- Wednesday, December 4, 2013 - 10:30 a.m.
- Endowed Lectureship Proposals are due on Friday, September 6, 2013.
- Faculty Vita Submissions are due September 12.
- Deadline for department chairs to send annual plan to the Dean – September 15, 2013
- Course Equivalency Project meeting – September 19 at UCO
- Annual Disclosure forms due to VPAA September 20, 2013
- Convocation will be held October 4, 2013.
- Deadline for faculty and chair to meet to revise annual plan October 15, 2013.
- Investiture for President McArthur will be held October 23, 2013.

Meeting adjourned at 3:18 p.m.