Council of Deans- Minutes

Date: Tuesday, June 4, 2013
Time: 3:00 p.m.
Location: Administration Board Room

Members and Staff Representatives present:
Terry Conley, Dean, School of Science and Technology
Buddy Odom, Dean, School of Business
Von Underwood, Dean, School of Liberal Arts
Sylvia Burgess, Associate 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
John McArthur, Provost
Elizabeth Hall, Assistant to the Provost

Members absent:
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences

Guests present:
Marge Kingsley, Incoming Assistant Vice President for Academic Affairs

Agenda and Notes

1. Introductions – Dr. Margery Kingsley, Incoming Assistant Vice President for Academic Affairs

   Dr. Kingsley will begin her new role on July 1, 2013. The Provost explained her new responsibilities and that the Office of Teaching and Learning will be temporarily housed on the fourth floor of North Shepler until the Burch Hall basement is ready.


3. Announcements and Information Items

   a. General Interest

      i. Spring 2013 COI Policy Workshop Webinar – June 13, 1:00-2:00 p.m., CETES 207

         Vice Chancellor for Academic Affairs Blake Sonobe is changing the workshop format. This year the webinar will address only changes to
policy in the past year. The members of the Council of Deans and Council of Chairs are invited to this webinar.

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

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

Dr. McArthur announced that brunch will follow the meeting. By holding the meeting at this point in the day and week, he hopes to give the deans more time for other meetings and activities with faculty and staff.

iv. Adjunct Faculty Workshop and Orientation for the Duncan Campus, August 12, 2013, 6:00 – 8:30 p.m. in the Learning Resource Center

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

Provost McArthur asked for the deans to tell Brandy Shaw-Brown when their school meetings are taking place.

b. Midterm Course Grade Information – Dr. Karla Oty, Director, Institutional Research, Assessment, & Accountability (Handout 2)

The midterm grades do seem to be working as a motivator, but also as a predictor of final grades. Dr. McArthur mentioned to Ms. Phillips, that it is appropriate to continue to use the midterm grades as a predictor for enrollment for UNIV 2001.

The Provost reminded the committee that we will have midterm grades this summer. Ms. Phillips noted that the Registrar’s office will try to make the deadline the same as the deadline for first 4 week classes.

c. Academic Summary- Comparison of Summers 2012 and 2013 (Handout 3)

Enrollment is down 6% from last summer although our graduate enrollment is up.

AVP Burgess suggested that we could be seeing a lower enrollment because there are fewer workshops scheduled than in past summers.

d. Summer and Fall 2013 Enrollment Update (Handout)

Director Oty announced to the group that Fall 2013 enrollment is down. As with summer enrollment, the Fall 2013 enrollment numbers for the graduate programs are up. The enrollment numbers are down significantly for freshmen and military students.
Discussion about causes and possible actions followed.

e. Remaining Seats Information for Fall 2013 (Handout 4)

f. Minors on Campus Policy Manual (for phased implementation starting in Summer 2013) – Please provide feedback to Vice President Holland based on camp experiences so that we may continue to improve this document (Handout)

The Provost thanked AVP Burgess for her outstanding work starting this project.

g. Transitions and staffing changes

Pending approval at the Regents’ Meeting on June 24, Provost McArthur will be assuming the presidency on July 1, 2013.

Ms. Hall will be moving from the Office of Academic Affairs to the Office of the President where she will manage the office. The Office of the President’s staff will be Elizabeth Hall, Ms. Sarah Powers, and Ms. Misty Robinson.

Subject to Board of Regents approval, Dr. Ronna Vanderslice will assume the position of Vice President for Academic Affairs. Brandy Shaw-Brown will remain in the Office of Academic Affairs.

A national search will be conducted for the next Dean of the School of Education and Behavioral Sciences. An interim dean will be announced at a later date.

The position of chair of English and Foreign Language will be filled internally.

h. Office of Teaching and Learning and UNIV courses

Dr. Kingsley told the group that she is now working on the syllabi for the UNIV courses.

Dr. McArthur hopes to see some retention gains as we move from a pilot of twelve sections to almost sixty sections. He mentioned that further plans include consideration of a UNIV course for transfer students and for students who intend to work completely in the online environment.

i. Phase-in plan for recent changes to degree program and general education program requirements (Handout 5)

Degree program requirements have now shifted from 128 credit hours to 124 credit hours for all but one degree program. General Education hour requirements have changed significantly. The distributed memorandum to file summarizes the changes and different scenarios for students. If you think of other scenarios that need to be included, please let the Office of Academic Affairs know.
Ms. Phillips commented that if we have a student that is working under the old requirements, we’re going to have to manually adjust the student’s degree audit in DegreeWorks.

Dr. McArthur highlighted item 2.a.vi of the handout and Ms. Phillips reported that this requirement is programmed into DegreeWorks.

The Provost noted that he would like for this summary of changes to be included in advisor training. He said that putting together advisor refresher training might be worthwhile in the week before faculty office open and classes start.

Dean Odom asked how, regarding item 2.a.iv, a student’s advisor would know if the student has a year of military service. Ms. Phillips explained that the Registrar’s office will put an attribute on the student’s record and flag those students in Banner. Attributes will also be put on ROTC students that are juniors or higher, in order to better ensure that the student has completed ROTC.

Ms. Phillips told the committee that the students will eventually have access to DegreeWorks and they will have similar training for students that the faculty and staff had.

Provost McArthur hopes to use analytics to our benefit. We can possibly use the DegreeWorks initiative in the future to send letters to students who stopped out.

j. PC Rotation and Smart Classrooms for Fall 2013- Debbie Goode, Director, Information Technology Services

Director Goode requests the committee members’ input by Friday at noon. She asked for input about one particular idea for data backup and the group discussed.

Ms. Phillips asked if the new PC’s will have dual monitors. Director Goode told the committee that, should someone need a second monitor, to please let ITS know.

Provost McArthur explained that the reason for the early deadline is that he hopes to have the computers installed in office by the time the new faculty arrive and in labs before the students return.

k. Request for Information on Courses Offered in an Abbreviated Format (Handout 6)

The Provost explained we will now have to answer questions about course rigor and grading for courses taught in abbreviated formats. Cameron will have to report on every course that offers credit in fewer than eight weeks and provide the
course syllabus or outline, course schedule (if not included in the syllabus), and student assignments (if not included in the syllabus).

Dean Conley asked if it would be possible to get a list of all of the courses. Dr. Oty said that she has them for 2012-13, but the deans will also need them for next year. She explained that when the State Regents request data for 2012-13, they mean Summer 2012, Fall 2012, and Spring 2013.

Dr. McArthur believes that we have 68 courses from 2012-13 that are offered in an abbreviated format. Several of these courses are RSU offerings.

Dr. Oty said that she will pull the list from 2012-13 and send them to the deans and AVP Burgess.

The group discussed special study sections.

Please submit the requested information to the Office of Academic Affairs by August 23.

4. Standing Agenda Items

   a. Assessment Activities Update

      Dr. Oty is working with 6 groups this summer to work on General Education requirements. Student Services will be doing their assessment this summer.

      Dr. McArthur commented that the university has made great progress on assessment and he wants to keep assessment and improvement of student learning as part of our culture.

      The Provost remarked that with a new dean of the School of Business coming on board, we need to start thinking about who is going in April for HLC. Dean Conley volunteered.

      Dr. McArthur also commented that Cameron will have to pick its HLC campus assessment project soon.

      Dr. Oty mentioned that HLC will be offering a Retention Academy.

   b. Higher Learning Commission Update- Exploration of Criteria and Core Components: Criterion 4, Core Component 4B (Intent: address criteria, components, and sub components on a monthly basis - Do we understand? Do we comply? How could we demonstrate?)

      Criterion Four. Teaching and Learning: Evaluation and Improvement
The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

Core Component 4.B. The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.

1. The institution has clearly stated goals for student learning and effective processes for assessment of student learning and achievement of learning goals.

2. The institution assesses achievement of the learning outcomes that it claims for its curricular and co-curricular programs.

   The group discussed co-curricular programs’ assessment, as well as goals versus outcomes.

3. The institution uses the information gained from assessment to improve student learning.

   Dean Underwood mentioned that with our action plans, it is sometimes hard to see how they improve student learning.

   Dr. Oty agreed that the action plans are an area of weakness for us as an institution and that we still need to work on them.

   Dr. Kingsley said that it can be hard to show that the changes that we made improved student learning. Perhaps Cameron needs to signal changes early on for tracking purposes.

   Dean Conley mentioned that it might be good to develop faculty learning communities.

4. The institution’s processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty and other instructional staff members.

c. Retention and Graduation Rate Project Update

   Ms. Phillips reported that we had 414 graduates this spring, which is about where we were in numbers last spring.

d. Early Alert Usage Update
Dr. McArthur sent out a reminder and explanatory email on Monday, June 3, 2013.

e. Cameron Guarantee and Institutional Transparency Update

The Provost explained that the charts and data will begin update cycle in July after we have a budget. Now is a good time for the deans and directors to think about what information would be good to have on the transparency page.

Dr. McArthur asked Director Goode for the number of visits to the transparency page.

f. Legislative Update

The legislature is currently out of session.

g. Around the Table for Announcements

John McArthur, Provost
- Faculty Senate made its recommendations to modify the membership of the General Education Committee and to name an Honors Council.
- He thanked Buddy for his service as dean of the School of Business.
- There might be changes to the way that the Council of Deans meetings run as Dr. Vanderslice takes over the position of VPAA.

Terry Conley, Dean, School of Science and Technology
- Science Detectives Summer Camp is taking place now. There are 40 middle school students on campus.
- Next week, NanoExplorers camp will be taking place.

Von Underwood, Dean, School of Liberal Arts
- Tom Labé’s piano concert will be taking place at 7:30 p.m. on June 21. This year it will be in the University Theatre.

Buddy Odom, Dean, School of Business
- Dean Odom thanked the committee for their help throughout his time as dean.

5. Upcoming Meetings and Events
   a. Council of Chairs – 3:30 p.m. on Tuesday, June 11, 2013
   b. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents

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ii. The Oklahoma State Regents for Higher Education
   1. Wednesday, June 26, 2013 - 9 a.m.
   2. Wednesday, September 4, 2013 – 10:30 a.m.
   3. Wednesday, October 23, 2013 - 9 a.m.
   4. Thursday, November 7, 2013 – 10:30 a.m.
   5. Wednesday, December 4, 2013 - 10:30 a.m.

c. McMahon Field and Athletic Center Dedication- June 11, 2013, 4:30 p.m.
d. Spring 2013 COI Policy Workshop Webinar- June 13, 1:00-2:00 p.m., CETES 207

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

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

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

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

i. Fall classes begin, Wednesday, August 14, 2013

6. New Business

**Meeting adjourned at 5:00 p.m.**