Council of Deans

Unapproved Minutes

January 29, 2001

Members:

McKellips
Atwater
Burgess
Dawe
Goode
Harrison
Neale
O'Keeffe
Soelle
Young

1. McKellips stated that he wants to make sure everything is in place for the North Central visit next week by the North Central team.

a. McKellips still does not know who is going to pick the team up and when because he doesn't have their arrival times yet. He will be contacting some of those present here about that later this week. He believes everything is in good shape.

b. McKellips asked Dawe about the Academic Achievement Bibliography. Dawe replied that it is going to the printer today.

c. McKellips informed the group about the signs he is having made for those who are meeting people at the airport and signs that will be displayed around in the Resource Room and at the hotel which will indicate the person to call if various problems are encountered.
d. McKellips does not know with whom they will want to visit. They will be given organizational charts and after they look the charts over team members will be given assignments to visit with various people. That could be anytime. Everybody needs to plan to be in their office on Monday, Tuesday and the morning of Wednesday. Everybody needs to be prepared for them to come and if they ask for specific documents they can look at any records they want. They have the freedom to do that. If they ask for assistance in getting from one meeting to the next, then that needs to be provided. Further discussion followed regarding measures taken to assure good attendance at all of the meetings (adjunct faculty, mentors, interns, committee members, students, etc.)

e. McKellips stated that just in case the group has not noticed, two pages were left out of the self-study when it went to the printer. These were Appendix-1 and Appendix-2 that deal with Federal Compliance. These pages will be placed in the packet that will be given to the team when they arrive.

2. McKellips distributed a document regarding the change in name and logo for the North Central Association. Any time we say that we are accredited by North Central we have to give the name and address of that organization. They now have a new name that we will have to use when we refer to them - Accredited by The Higher Learning Commission and a member of the North Central Association. At the bottom of the document is the new logo. In the future we will need to change that wording on our documents.

3. McKellips distributed the document on the Proposed On-Line Courses with the survey instructions attached. The reason he is distributing this document is that at the last meeting of the council, Soelle said she did not get it. McKellips really needs to get this information back quickly so that he can deal with the budget for anybody that is going to expect to get paid this spring or this summer. He could wait until budget time for those that will be paid next year but for those that will be paid this year he needs to get this survey information back so that he can start looking for the money.

a. Question was asked - if a faculty member locates a course that someone else had developed, will the faculty member receive the same compensation for a course that has already been developed as one that has to be developed from scratch. As far as compensation for courses already developed by others, if there is major editing involved then yes, but if it is just something that is already prepared to go in Blackboard we will have to make a judgment on that. Discussion followed.

b. McKellips stated that he can't make any specific promises to anybody at this time because he doesn't know how much money will be available. If everybody chooses the option of release time in the summer, he would be in
serious trouble. There would not be enough money available for every faculty member developing a course to be employed full time this summer. Lengthy discussion followed.

c. O'Keeffe mentioned that there are several people in his school that have indicated they want to develop on-line courses but the courses do not necessarily have to do with the programs that have been discussed. These would be in the future unless there are one or more that are very important for them to get on line now. McKellips replied that there are some things he has to clear up. He is not going to be comfortable with making those decisions until he knows what he has to do with Fort Sill. There were two separate pieces of information that came to us about on-line courses to support the military. He can't tell whether the on-line Army and the discussions we have had with Phyllis Robertson are the same thing. There may be a third AAS degree and that is the 13 Fox Trot technician specialization. They may want to look into an AAS degree in that. When McKellips talked with Priscilla Sacks, he was talking about on-line courses but she was not talking about on-line courses but that the program would be done in-residence. He is starting to get some of that cleared up. Lengthy discussion followed.

d. McKellips stated that the policy for developing and delivery of on-line courses that the task force developed is going to have to get approved by the Board of Regents. Because of getting ready for North Central visit McKellips has not had 2-3 hours available to get it ready. Once the team leaves, McKellips will try to get it ready to go on the agenda. Also, there are other things we have to get done. If McKellips reads the OSRHE policy manual correctly, he will have to get the Governing Board to approve this and then the State Regents will have to approve it. It isn't really clear if it has to be approved before courses go on-line, but at some point it has to be approved. McKellips would feel more comfortable if everything was approved before we put the courses on-line. McKellips stated that the primary reason he will be going to the North Central meeting in Chicago this year is to talk to them to see what they are willing to do as far as approving on-line delivery. Whether they will be willing to handle that as a staff action or whether we will have to have another site visit sometime next year.

4. Young stated that they have a lot of students coming to the Library that are wanting to access Blackboard. If all these courses are put on-line, there will be an increased demand to access Blackboard. She has noticed lately that the students come to the Library to get information about Blackboard and there will be an increased demand for computers and someone to assist them. She said they had talked about moving the computers in and opening the classroom up which would give the Library more computer access, but space is a big problem. McKellips stated that the Library is not the place to have computer access for Blackboard. He would much rather have another lab on campus for that. That is an issue that needs some thought. We will need to provide computer access somewhere other than the Library because of the space.
problem in there. The access is going to be different than what we are currently providing. McKellips mentioned that one thing that has been suggested and is certainly doable, is that we have an orientation course to teach students how to use Blackboard. Also Blackboard has an on-line instruction program for students and faculty and Karen Hardin is also providing sessions for on-line faculty training. Discussion followed.

5. Suggestion was made that Cameron needs a sort of "Clearing House" where students can be matched to available scholarships, not just those available at Cameron but nationally. There are many scholarships available but there is no way now to which students would qualify or be interested in applying for a certain scholarship. We need a designated person who would be committed and get zealous about finding scholarships and students who would fit the scholarships. Lengthy discussion followed.

COMMENTS

Young - Young stated that she had gone to the Oklahoma Council of Library Directors meeting and they were talking about e-books. Some people think that e-books are available free of charge but that is not so. Libraries have to pay for e-books. She stated that the Library had a demonstration of a system and during that they talked about how this company is integrating the e-books into their system. Short discussion followed.

Harrison - Informed the group that they had two offices on the fourth floor of South Shepler broken into over the weekend. Discussion followed.

O'Keeffe - No comments.

Dawe - Dawe asked what account he should use to print the Academic Achievement Bibliography. Reply was to use the same account as we are using for North Central visit.

Neale - We attended the Governor's Council on Teacher Education last week and met every legislator in Oklahoma. It was eye opening to learn that business is driving teacher education in our state.

Soelle - Comp II will be ready to go on-line in the fall as will Comp I.

Burgess - No comments.
Atwater - Stated that McKellips has covered the status of the NCA visit. Thanked everyone for their support in getting ready for the visit.

Adjourned 12:04 p.m.