Council of Deans- Minutes

Date: Tuesday, May 7, 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
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
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

Agenda and Notes

1. Approval of Council of Deans Minutes – April 2, 2013 Meeting (Handout 1)- Approved as amended.

2. Announcements and Information Items
   a. Remaining Seats Information for Summer 2013 (Handout 2)

   The enrollment for the summer session is still down, but how the students are distributed is different.

   AVP Burgess asked if the loss of CNC students is going to affect our enrollment. Provost McArthur indicated that it would. He explained that Cameron is seeing a drop in freshmen and military students, and not as much of a drop in CNC students.

   Dr. McArthur commented that he is not sure why we’re seeing more part-time students in the summer. Ms. Phillips asked if it might be the loss of summer Pell grants. Director Young asked if it might be the courses that Cameron is offering.

   Director Oty explained that we are seeing the enrollment drop in the School of Science and Technology and in the School of Liberal Arts. She thinks that it is because of a drop in freshman level enrollment.

   Dr. McArthur said that we will need to keep an eye on enrollment for the fall.
b. Update on Searches

   i. Faculty positions

   Provost McArthur noted that we are making progress in hiring for faculty positions. He still hopes that in the future, we can get the searches started earlier. He asked the deans to please thank the chairs who ran that process well. Our fill rate is pretty good.

   Dr. McArthur requested that if positions are released in November, please advertise for the position in November. We need to avoid stringing out the candidates’ decisions. There are eight faculty searches still running.

   ii. Dean of the School of Business

   Dr. John Camey will be joining Cameron on August 1. Additionally, Cameron School of Business got a reaffirmation of reaccreditation from ACBSP.

   iii. Assistant Vice President for Academic Affairs

   The new position, Assistant Vice President for Academic Affairs, will be primarily focused on the first year experience. The new AVP will also be supporting faculty development, the AAC, and tutoring labs (though these won’t break from their academic departments). The Provost would like to see more cross-communication between the labs and Early Alert. Developmental education will be a big part of the new AVP’s job.

   Dr. Margery Kingsley has accepted the offer to be the Assistant Vice President for Academic Affairs and will officially begin her new role on July 1, 2013.

c. Revised Midterm Grades Policy (Handout 3)

   Dr. McArthur told the group that midterm grades will be available in the summer session courses.

   Ms. Phillips told the committee that Renee Roach will send out the midterm grades announcement for the summer session. She also reminded the deans that it is the responsibility of the department chair to make sure that the faculty member submits midterm grades.

3. Discussion Items

   a. Update on student performance from primary feeder high schools (Handout 4-NOT FOR FURTHER DISTRIBUTION)
b. Office for Teaching and Learning and Assistant Vice President for Academic Affairs- Initiatives for 2013-2014 (Handout 5)

The office for Teaching and Learning will be in the basement of Burch Hall. At this point it looks as if there will be three classrooms and six offices, along with interaction areas. We are hoping to have things in place by August 5.

Dr. McArthur mentioned to Director Goode that we need to prepare for smart classrooms.

He wants to get two people out of Nance Boyer and he asked the deans and directors to think about staffing. He is hoping to know by June if the new classrooms in Burch Hall will be available.

The AVP will be responsible for PARCC and Common Core, the Top 30 committee, and Faculty Development. Dr. Kingsley will be responsible for coordinating and staffing UNIV. Provost McArthur feels that it is important for these new initiatives to be faculty led, so that the person heading up the charge has experience teaching.

Dr. McArthur explained that a UNIV faculty would be assigned to an academic home. Faculty with a rank of Assistant Professor or higher will be assigned to ACE, ORGL, or to one of the four deans so that those homes can deal with their faculty development. From there, those instructors would fall under the departments of Education, English & Foreign Languages, and Mathematical Sciences. Teachers who are at the instructor level could be assigned to UNIV.

Dr. McArthur doesn’t think that faculty members will be able to sustain 12-15 load hours of UNIV, so we will likely see many professors with half-time appointments in UNIV and also in an academic unit.

The Provost and J.R. Larsen have discussed the possibility of teaching UNIV 1113 in an 8 week format. If that is to be the case, then the faculty member can teach the first 8 weeks and then spend the second 8 weeks in the AAC.

Provost McArthur noted that he is open to suggestions.

Dr. Oty reported that the Top 30 committee is asking about 12 week sections for UNIV 1001/1113. Dr. McArthur did not rule that possibility out, but he said that we will not be trying it right now.

The Provost also mentioned that we will not have affinity sections for the fall, but perhaps down the road.
He reiterated that, starting this Fall, all of the students in UNIV 1001 will be completely college ready. For the fall, Dr. Courtney Glazer will pilot a section that will teach students to read books and discuss them. Provost McArthur explained that we will have to think about scalability of this section because this would take more engagement on the faculty side.

Dr. Oty asked about the other UNIV courses (aside from UNIV 1001, 1113, and 2001). Will they still reside in ACE? UNIV has been a go-to prefix for those courses for which other prefixes don’t apply. The committee discussed this issue for a while and the Provost noted that he will have to continue to think about it.

UNIV 1001 students are more likely to be in COMP I, so they might have similar library experiences. These students will probably have more overlap in course material and experience.

c. CU-Duncan course and program offerings update request (Handout)

Provost McArthur explained to the group that as we try to grow CU Duncan and be responsive to the community’s needs, we want to create a separate advertising item highlighting additional course and program offerings. He requested that the deans look at the summary notes by May 15.

Director Camp asked that the deans please verify course delivery and review and edit any summary notes regarding programs you wish to have considered for the brochure. She has encountered students that will ask, well, what degree can I do right here, at CU-Duncan? Hopefully, this will be a good retention tool.

d. Advising and Enrollment Clinic Update (Handout 6- FAQ document)

The Aggie Enrollment program is modified to give the incoming students more individual advising. The orientation will start in the AAC. While the student is being advised, the parents can go to speak to a financial aid representative. The FAQ document will be given to the students when handed their enrollment schedule. This document provides a prompt for students when going back to their parents. There will be a survey given to the students and parents after the sessions.

Ms. Phillips said that this FAQ document covers the FAQs that she comes across. The document will give the student and parent a name for whom to contact if they have a question.

Director Young said that we can use the librarians for occupying the parents during Aggie Enrollment. If parents are informed about the library, it will help the student.

Dr. McArthur suggested that Cameron could add a tip to the parent newsletter about library resources.
e. Course evaluations for summer and the transition of moving course evaluations online- Dr. Karla Oty, Director, Institutional Research, Assessment, and Accountability

Dr. Oty asked the deans to remind their faculty to give and return course evaluations for spring.

The Mathematical Sciences Department has been selected to pilot online evaluations. For face-to-face classes, students can go to the computer labs to fill out the evaluations but they don’t have to go as a group.

Dr. Oty told the committee that Cameron will eventually have to move to online evaluations because we are having a problem with confidentiality. Online evaluations will also be much more cost effective.

The group discussed strategies for maximizing student participation, in particular, the struggle to get students to check their Cameron email accounts. The committee discussed the possibility of rewarding students for filling out evaluations forms, but there was some concern that this might breach confidentiality.

Dr. Young noted the inconvenience of logging into Aggie Access and then having to login again to Gmail. Evaluations can’t be put into Blackboard because the link can only be used once.

Dr. Oty reminded the deans that she told the departments that they can use the long or the short form, but every course in that department must use the same form.

f. Faculty Load and Faculty Load Module

The intent of moving to the Faculty Load module Banner is to ease the burden on the department chairs and to get away from the S6L process. The Provost thanked Director Goode, Ms. Phillips, and Dr. Oty for all their work with the Banner implementation of FLAC.

Dr. Oty mentioned that FLAC training for the summer session is next Wednesday. She strongly encouraged the deans to attend. She also stressed that the chairs really need to get their information to the Registrar’s Office. In the long term, this move away from the S6L’s will save us time. It will move some work from the deans and chairs to the Registrar’s Office.

Dean Vanderslice asked Dr. Oty if it is possible to teach the chairs and deans how to look for mistakes. Dr. Oty said that she would be happy to go around to the schools and help with this.
Director Oty said that the chairs need to tell her or Mandy Husak what instructional assignments are not routine. FLAC calculates rate of pay for most departments by pay and years of teaching.

ITV compensation will still be input through the payroll action form.

The FLAC module will be turned on either the Tuesday or Wednesday after Memorial Day.

Dr. McArthur reminded the deans that May’s Council of Chairs is canceled so that the chairs may attend FLAC training. He said that the deans should not be surprised to see an additional training session for administrative assistants and chairs just before school starts because we will have to teach the overload component for the fall semester.

Dr. Oty explained that when the deans sign off in FLAC, it means that the faculty person is ready to be paid that rate.

4. Standing Agenda Items

   a. Assessment Activities Update

   b. Higher Learning Commission Update- Exploration of Criteria and Core Components: Criterion 4, Core Component 4A

      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.A. The institution demonstrates responsibility for the quality of its educational programs.

      1. The institution maintains a practice of regular program reviews.

         The State Regents policy requires five year reviews, and in some cases, external accreditation reviews.

      2. The institution evaluates all the credit that it transcripts, including what it awards for experiential learning or other forms of prior learning.
Dr. McArthur noted that Cameron has ACE and a portfolio review.

3. The institution has policies that assure the quality of the credit it accepts in transfer.

The council briefly discussed what we do for international students transferring to Cameron. Cameron uses a company called WES. We do have a policy that says we will accept WES validation. We will have to take a look at how often we reconsider what vendor we use and how often we review WES.

4. The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs, including dual credit programs. It assures that its dual credit courses or programs for high school students are equivalent in learning outcomes and levels of achievement to its higher education curriculum.

We need to review the variation of course rigor. We want to have comparable rigor regardless of instructor, delivery format, etc. We need to regularly review the appropriate programmatic accreditations for Cameron.

5. The institution maintains specialized accreditation for its programs as appropriate to its educational purposes.

6. 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).

This is an area on which we will have to work. The CU Guarantee is something that we could show that the university does to evaluate the success of our graduates.

c. Retention and Graduation Rate Project Update

   No report

d. Early Alert Usage Update
<table>
<thead>
<tr>
<th>Semester</th>
<th>Unduplicated Instructors who used Early Alert at least once</th>
<th>Total Unduplicated Instructors</th>
<th>Percent of Instructors Using Early Alert</th>
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<tbody>
<tr>
<td>Fall 2010</td>
<td>144</td>
<td>345</td>
<td>41.7%</td>
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<tr>
<td>Spring 2011</td>
<td>121</td>
<td>346</td>
<td>35.0%</td>
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<tr>
<td>Summer 2011</td>
<td>42</td>
<td>152</td>
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<td>Unduplicated Fall 2010 - Summer 2011</td>
<td>172</td>
<td>396</td>
<td>43.4%</td>
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</thead>
<tbody>
<tr>
<td>Fall 2011</td>
<td>231</td>
<td>364</td>
<td>63.5%</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>208</td>
<td>355</td>
<td>58.6%</td>
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<tr>
<td>Summer 2012</td>
<td>73</td>
<td>159</td>
<td>45.9%</td>
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<tr>
<td>Unduplicated Fall 2011 - Summer 2012</td>
<td>281</td>
<td>420</td>
<td>66.9%</td>
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<td>Fall 2012</td>
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<td>73.3%</td>
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<tr>
<td>Spring 2013</td>
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<td>353</td>
<td>75.1%</td>
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<tr>
<td>Summer 2013</td>
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<tr>
<td>Unduplicated Fall 2012 - Summer 2013</td>
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Dr. McArthur is still pleased with the usage, but now how does the university use this Early Alert information to benefit students? It is something that we are still addressing.

e. Cameron Guarantee and Institutional Transparency Update

f. Legislative Update

The Provost explained that SB156 has made it to committee. The bill to which he is referring would require us to provide information about our five year
graduation rates and the average debt incurred, including further differentiation by students with loans and no loans and by discipline. We might also have to provide information about the percentage of students who are employed in their discipline by graduation. We might be required to have a conversation with students at the end of sophomore year and their parents about the projected debt by graduation in that student’s discipline.

The legislation with the intent to give students more information about textbook costs is still active, as well as the bill that re-characterizes how a business does business, taking into account physical presence versus online presence. If Cameron advertises as doing business in another state because we offer online classes, it could mean that we have to pay those other states.

Provost McArthur explained that Oklahoma higher education was given extra money for this year. Chancellor Johnson didn’t get all the money that he requested. The extra money that Cameron was given will cover debt service and a portion of mandatory costs. There was also money assigned to Complete College America initiatives. He believes that healthcare costs will increase, but, overall, the budget looks better than it could have.

5. Around the Table for Announcements

Sherry Young, Director, Library Services
- The Library has a customer satisfaction survey on its website. So far they received a good response.

John McArthur, Provost
- Finals breakfast is tonight at 10 p.m.

6. Upcoming Meetings and Events
   a. Council of Deans – 3:00 p.m. on Tuesday, June 4, 2013
   b. Council of Chairs – Canceled for May; next meeting will be June 11, 2013
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents

<table>
<thead>
<tr>
<th>Board Meeting Dates</th>
<th>Topics Due</th>
<th>Drafts Due</th>
<th>Location</th>
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<tr>
<td>May 9-10, 2013</td>
<td>March 15</td>
<td>April 1</td>
<td>Norman</td>
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<td>June 24-26, 2013</td>
<td>April 29</td>
<td>May 13</td>
<td>Ardmore</td>
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<td>September 18-19, 2013</td>
<td>July 29</td>
<td>August 12</td>
<td>Tulsa/Claremore</td>
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<td>October 23-24, 2013</td>
<td>September 3</td>
<td>September 16</td>
<td>Lawton</td>
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<td>December 5-6, 2013</td>
<td>October 7</td>
<td>October 21</td>
<td>Norman</td>
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d. Commencement- Friday, May 10, 2013
   e. Graduate Hooding Ceremony – Saturday, May 11, 2013
   f. End of Year “Something Other than Pizza” Party- Monday, May 13, 2013, 11:30-1:30 p.m., MCC Ballroom
   g. McMahon Field and Athletic Center Dedication- June 11, 2013, 4:30 p.m.
7. New Business

Provost McArthur updated the committee about the Hackler nominations. The nomination deadline was moved up and he has seen a mix of individuals nominated by faculty and students. There were not a huge number of nominees, but overall the pool was of high quality. With the nomination deadline moved up, nominees will have until the last day of August to submit materials.

**Meeting adjourned at 5:25 p.m.**