Council of Deans

Unapproved Minutes

October 7, 2002

Members:

Sullivan
Buckley
Burgess
Dawe
Goode
Harrison
Neale
Soelle (Absent)
Young

Prior to beginning the agenda items, Sullivan stated that he thought this last weekend went absolutely wonderfully. It was the best weekend he has had in the 11 years he has been here. He thanked everyone for getting their faculty and people out and participating themselves.

1. Agenda Item 1 - Items from Executive Council

   a. On October 14 and 21 there will be counselor tours set up by the Student Affairs people. Dr. Dzialo received some guidance this morning on revamping the proposed schedule. President Ross would like for the counselors to interact with all four schools. In the past they went to Technology, Fine Arts, Biological Sciences and Physical Science. Dr. Dzialo will probably be in contact with the deans to get some suggestions and coordinate what they will be seeing in the schools. Sullivan read the list of the schools that would be coming on each day. This will be a good opportunity to get those people on campus.

   b. Sullivan mentioned to Goode that the requirement for the Electronic Data and Telecommunications Plan has been received and it is due December 2. He will get her a copy of letter.
c. A person had written to the President complaining about the fact that she could not check out a book from the Library even though she was a graduate of Cameron. Sullivan will get Young a copy of the letter. He needs to get her comments so he can get them back to the President. As far as he knows the Library has really good policies on this and other issues. This person is a graduate of Cameron, lives in town and teaches in Lawton.

2. Agenda Item 2 - Resident Undergraduate Tuition and Fees Comparison (HANDOUT)

Sullivan distributed a document pertaining to this agenda item. This is a handout of some data that comes from the University of Missouri at Columbia and identifies the in-state tuition costs for various states that surround us. Oklahoma is next to the bottom in tuition fees that are charged. We have already started moving up some fees in Biology and that request for increase will go before the Regents at their October Board meeting. Short discussion followed.

3. Agenda Item 3 - Use of SSN as Personal Identifier at Public Institutions (HANDOUT)

a. Sullivan distributed the handouts for Agenda Items 3 and 4. He stated that one of the handouts has to do with the use of social security numbers as personal identifiers at public institutions.

b. The other handout is an e-mail Sullivan received this morning saying that the use of the last four digits of a social security number when combined with a grade is not appropriate and not legal. With our conversion to SBI, where we have personal identification codes anyway, that probably is OBE. Reminder was made that no posting of grades should occur regardless of ID system used.

(1) Burgess stated that a continuing concern she has and talks to her secretaries about it all the time, is that when grade sheets are received from the Registrar, they show the student's name and social security number. There have been too many instances when she has walked past a desk and seen these sheets out on the desk. If a student walks in and looks down they are able to see the names and social security numbers. She believes this is a real issue also. She stated that once the identifiers are in place it would be a good idea to go to those numbers on all rosters and not social security numbers.

(2) Dawe mentioned they are going through a systematic process of changing all student file records. Currently these records are identified by the social security number. They will be removing the social security number for exactly the same reason - they are often sitting out on a desk. One thing he did not realize was the use of those last four digits because all of the rosters they exchange with Europe right now have those last four digits. Whenever there is a student being dropped or added to the roster they are exchanging that information using the last four digits. He stated that really falls within OU's jurisdiction so they will encourage them not to do that. Burgess stated that as long the information is going between personnel who have a need to know and it is not easily subject to actual review by other students, it probably isn't a big issue. Discussion followed.

c. Harrison stated that probably selected pages from that FERPA legislation should be passed out to a wider distribution of people. There are a lot of details in that legislation that specifically talk about what is defined as "directory information" that can be released generically to somebody over the phone and what can't be. He stated that probably not one person out of 100 on this campus knows what is called directory information and what is available to the public over a telephone and what is not. Rules have changed and tightened up. The reason he knows about this is that the talked to Linda Phillips a few days ago and he learned a lot from talking with her. She has
done a good job reading up and studying this issue. She would be a good contact person to gather the extracted information from that larger piece of legislation. Burgess stated that maybe Linda or OU could do a Frequently Asked Questions piece, e-mail that to all faculty and require people to go through that. Goode stated that it probably would not be good to ask Linda for anything right now because she is snowed under. Burgess stated that OU probably already has something and she will look into it.

4. Agenda Item 4 - Family Policy Compliance (HANDOUT)

See Agenda Item 3 above for comments.

5. Agenda Item 5 - Student Technology Fees

a. Sullivan stated that if we were to move our technology fee from $7.00 to $10.00 per credit hour what is it that we would need to have in the way of technology that is not available right now. He went through this same type of review about a year ago and looked at things we might want to do when we went from $5.00 to $7.00. The idea here is that it doesn't have to be just computers or just software. Are there other student-oriented technology items that we need to be buying with such a fee that we might be able to do if we had an additional $300,000? Sullivan asked the deans, Goode, and whomever else that would like to have input, to give him a memo containing their recommendations.

b. Harrison mentioned to Neale that if she takes the education paraprofessional program state-wide, and he thinks it will be the best program anybody will have, she might want to look for some polycom support so that she can turn more of our regular classrooms into send and receive sites. Neale stated that Michael Cass is writing a grant through special ed to use Internet 2 and it is the same principle as the polycom. If we get that, that will be money that won't have to come out of our funds. It is an in-state grant and maybe we stand a good chance. Discussion followed.

c. Sullivan mentioned to Young that he is trying to figure out a way to go ahead and raise the limit on the Library fee - go from $2.25 to $4.00. He has talked with President Ross about this, but that is going to take legislative action.

6. Agenda Item 6 - Reduced Fees Forms Must Be Signed by Deans

Sullivan stated that when an employee wants to take a class at a reduced rate, they sign the form and then the chair signs it but there is no place for the dean to sign. He wants to have the comfort level that the deans know that they have people on their staff who are taking courses during the day or at night. He would like for the deans to inform their chairs that when they receive one of these forms, they should also send it through the dean for approval. Neale stated that she would like to see some better guidelines for those people who are taking courses. She has an individual that wants to take a course that requires a lab which puts this person over in terms of the time away from her job, but the only thing she has is that they can take courses. Harrison stated they can only take a three credit hour course and the rest is annual leave. Buckley stated that a three credit hour course with a lab would be five contact hours. Neale stated that is what she is running into. After a short discussion, Sullivan stated that he will try to find something on that and will also discuss this issue at the Regional Vice Presidents meeting on Thursday.
7. Agenda Item 7 - Oklahoma Foundation for Excellence (Reminder)

Last thing Sullivan has is a reminder about the Oklahoma Foundation for Excellence request for nominations for its Academic Awards Program. A copy of this letter was previously sent to the deans. Anybody who would like to nominate somebody, please do so.

COMMENTS

Harrison - No comments.

Burgess - Through a list serve in which Burgess participates, apparently several universities, in the interest of reducing costs of interviewing candidates from out-of-town, have gone to a video conferencing interview. This has reduced transportation costs. They do at least first round interviews and some do all their interviews in that manner. We might not want to make a final selection this way but this would be a way to conduct initial screening. This might be something we would want to take a look at. After a lengthy discussion, Sullivan stated we might want to look at a pilot program on this. He asked Burgess to write him a memo or concept paper on how to make this work and let him get that in to President Ross. A short discussion was also held regarding the amounts paid to candidates and how reimbursements for their travel expenses were handled.

Young - No comments. Sullivan informed her he had received permission to hire the Librarian. He will send a copy over to her this afternoon.

Goode - Sullivan asked if they were still scheduled to talk about the Student Technology Fees tomorrow morning at 8:30. Goode replied that she was ready. He also invited any of the deans that wanted to participate to come. Meeting will be HOW 106.

Sullivan asked Goode to talk about the concept of delayed billing. Goode replied that the biggest problem they have run into with the new software is that before it was implemented, they were told that most universities use delayed billing - when a student enrolls they don't get a bill presented to them at that moment. They were operating under the assumption that they needed to do the same thing. They have had some glitches in the last couple of weeks. Every day they have had to manually monitor to find out which students don't get charged and every time the problem is through the web portion. When Janie Harrell and Fort Sill do entries, it works beautifully. The Web program for some reason will not get any charges right. They are troubleshooting it but they do not have it resolved. It is a high priority and SBI is working on it. They monitor it each day and try to find some kind of consistent reason for it to happen but so far they cannot find anything. Dawne spends two to three hours a day trying to debug. What they are hoping to have in place by Spring enrollment is delayed billing which would mean the students would get their bill much later. After the discussion that followed, Sullivan stated that delayed billing is not an academic issue but it needs to be worked out with McKellips in the Business Office. Goode stated that she had talked to Nanette Carter months ago and she was really in favor of this and said that it would save them a lot of headaches.

Buckley - Asked if summer session was going to be anything dramatically different. Sullivan replied that he does not know yet. As far as he knows with the cuts that we have absorbed to this point there is a change in the summer
school budget - cut of 1%. Short discussion followed.

Harrison asked if any thought had been given or is there any room for discussion about the structure of summer school and what other formats summer school might have that might make it more attractive to both students and faculty? For example, two five-week terms instead of one 8-week term or other formats, such as a 4-day format. He has worked in two five-weeks before and the students really like it; especially teachers like it because they get out of school and if they need to they can go to two sessions but often they go to one five-week term and still have a summer. Neale stated that her public school teachers do not like 8 weeks because they feel like they have no vacation time. Harrison stated that two fives let you double up, flat rate on pay, do 1 hour and 45 minutes a day, five days a week for five weeks and start one the 1st of June and the other right after July 4. Usually for faculty, they teach one of the two, not both.

Dawe - Had a staff member ask him today whether or not the policy for the holidays is going to be different. They wanted to do some Christmas decorations and things like that. In the past it has just been decorations on your desk. Didn't know if that policy had changed or not. Sullivan stated he would try to get an answer to that question.

Sullivan asked if everything was ready for Friday. Dawe replied yes. He was surprised this year because with the regionals occurring so early he thought they would be under a time crunch but all the posters are done a week in advance.

Neale - Asked if a decision had been made about the lab is NB 2068? Goode replied the last she had heard from Soelle was that the Center for Writers folks were very excited to have larger space and the thought was to take their existing computers and put in 2068 and have some additional tables for just writing. We would then move the computers from 2068 to the Library to replace the old ones they have. Sullivan reminded them that this is just concept at this stage. There has been no decision made because the President is reserving all changes or allocation of space to her. Further discussion about proposed plans for labs followed. Sullivan asked Goode to prepare a written proposal on the proposed changes in the labs when she has it together.

Burgess - Had one more question that pertains to a lot of us. She doesn't know where it comes from but there is some sort of policy on air travel purchase, and she doesn't think it is a State travel regulation, but for some reason applies to Cameron. Currently our information states we can only get airline tickets through the agency; we cannot purchase and be reimbursed. This doesn't apply to OU because when we go to Europe we can purchase a ticket and be reimbursed for it or we can have them make the arrangements whichever is less expensive. They will pay up to the state approved travel rate. Several times we find that we can get tickets less expensively and have better travel accommodations. Several times on the trips they go on, they have found they could make the arrangements less expensively but that option is not available. That means Cameron is paying more money than they should pay. She doesn't know why that rule is there. Sullivan said he would ask McKellips. Further discussion was held regarding paying for airline tickets and reimbursement of candidates for vacant positions.

Soelle - Absent.

Adjourned 11:35 a.m.