Council of Deans
Unapproved Minutes
November 12, 2001

Members:

Sullivan
Buckley
Burgess
Dawe
Goode
Harrison
Neale
Soelle
Young

Also Present:
Linda Dzialo
Tony Pokorny

1. Sullivan stated that Dzialo is here this morning to ask for some feedback from this group on the document she will pass out.

Dzialo distributed a document containing very general information about what Cameron has to offer students. These are some of the reasons why you could say to a relative or a son or daughter that Cameron is the place they should come to. This is an extremely informal list of items she jotted down and she would like to ask the individuals on the council what else they think should be on this list. Her staff is closing in, hopefully today, on their first preview book with beautiful pictures of students, etc. They also want to do a little flyer that points out the reasons why students should come to Cameron University. She asked that if there are other points that need to be included to send her an e-mail. Dzialo read through the list and during the discussion that followed, additional items were suggested.

2. Sullivan asked Pokorny to talk about the visit of MG Maples on Wednesday.

Pokorny stated that MG Maples, the new Commanding General of Fort Sill, will be on campus starting at 11:00 a.m. on Wednesday in the Board room. There will be an overview briefing and a working luncheon for him and then a campus tour with him, similar to the one we did with Arty Straela. The first stop will be the NCR 5100. The second stop will be the Science Complex, then the Fitness Center, then to the Fine Arts Complex. Next will be the Library and then to the Technology area in Howell Hall. The tour will end with the Military Science Department and General Maples will depart from there at 2:30. Pokorny expressed his appreciation to those who will be helping with the tour. Suggestion was made that instead of just making the visit a tour, have about a 15 minute session to start off with, where the academic deans and administrative heads have the opportunity to meet the people that are coming in. Pokorny stated that this could be arranged. Short discussion followed.
3. Sullivan asked Burgess to talk about the visit by Dr. Cindy Ross.

   a. Burgess stated we had a great visit with Cindy Ross. She came down really just to lend some suggestions on some issues. We had a great lobbying opportunity to talk to her about our needs across campus. She took lots of notes and Burgess received a very good e-mail from her this morning. She answered questions such as how you go about getting permission to offer courses in perhaps different formats, etc.

   b. In addition, one of the things in particular that is high on the list of how do we do, is that we just had the opportunity to participate with OU on a bid that is being submitted today, to offer the MBA at an additional 19 sites for the Marine Corps. Many of the sites are on the East Coast, some are on the West Coast and a number of sites, at least six, are in the Pacific which would include Hawaii. If we are successful in getting the bid we will begin with the East Coast in March. We will have a lot of challenges and we need to get from Cindy Ross exactly what we need to do to get in a position to accomplish this. Obviously we will need additional personnel at some point in time if we are to do this.

   c. Sullivan stated that it was good to have Dr. Ross on campus and he expressed appreciation to those who participated in the visit.


   Sullivan stated that the first document he will hand out is the state funding request from the Oklahoma State Regents. This talks about some of the new programs they are going to try to get funded this year - around $174 million of new budget funds. This is what they are going to be working on with the legislature but Sullivan doesn't see much chance in this because this is all new money and there is apparently no new money. Sullivan asked the group to look at this and if there are any questions we will discuss them at the next meeting.

5. Agenda Item 2 - Example of Wording to be Used on Personnel Transaction Freeze Exception Requests (handed out)

   Sullivan stated this document is a good example of how a Personnel Freeze Exception Request should be prepared. This came from Tony Allison. What this does is give Sullivan a lot of data that most of these forms do not provide. For example it gives the type of position, i.e., Instructor - sometimes that is left blank; it gives the person that is going to be put in there and the nature of their appointment and their degree; item 4 talks about what the actual title is and most importantly, it gives the amount of money - one payment of $1635.00. In the justification of critical need there is everything that Sullivan would need to know. Most of the time the justifications don't really explain anything but this is a good example of the information that is needed. Sullivan asked the deans to try to comply with this example as much as possible when they are filling out this form. Short discussion followed.
6. Agenda Item 3 - Rank and Tenure Table

a. Sullivan distributed the Rank and Tenure Table. One thing that caught Sullivan’s attention is over on the far right hand column - the percent tenured faculty and the percent non-tenured tenure track faculty. When you add those two up that is 80%. That is high based on any standard that he has seen nationally or for regional institutions in the rest of the state. The goal in regional institutions across the state is no more than 62%. Comment was made by one of the deans that the concern could be that if we have a high number of tenured faculty then someone could say we are awarding tenure too easily but the fact that we have quite a number of people on tenure track should not bother anyone as long as we take a careful look before we consider granting tenure. Lengthy discussion followed.

b. Sullivan asked Buckley to tell the group about CUR (Council on Undergraduate Research). Buckley stated that Cameron became an institutional member of CUR last year. They have pretty good quarterly publications about research at undergraduate institutions and different examples of how important it is. They have some workshops during the year. One coming up in February is about vital faculty issues after tenure - what is it you can do to help faculty, what sort of things might you expect out of faculty, what they should expect from the other side. It is a three day workshop. The other one they just had in October was on how to institutionalize undergraduate research - how to work it into the fabric of the institution. Short discussion followed.

6. Agenda Item 4 - Set Date for State Regents Workshop

Sullivan stated that one of the things he asked Cindy Ross to do was to come down and give us a workshop on State Regents policy so that we can all hear the same thing at the same time so that we will know what we need to be doing as we move into the new program or any new program anywhere across the institution. She and her staff will come down at our convenience. Sullivan suggested Friday, November 30, at 10:00 - 3:00. He will let everyone know the location.

7. Sullivan circulated a brochure, "Best Practices in Recruitment and Retention." This is an announcement by the Noel Levitz Company which is supposedly one of the better recruitment and retention companies and they conduct many workshops. Sullivan stated that eventually he thinks we will work to have some consultants here on campus. Noel Levitz is being used by Northeastern and Southeastern and some other state institutions and we may end up having them here. There may be some workshops listed in the brochure that some of the deans may want to go to. It may be worth the investment to go and take a look at some of those.

8. Sullivan announced that the Hackler awardees for this year are Matt Jenkins and Marjorie McMahan. He commented that everybody had good strong recommendations and the good news is that this year we were able to award two. Sullivan does not know if we will be able to continue to award more than one. The awards banquet will be December 4, at 6:30 p.m. at the Duncan Higher Education Center. Sullivan gave the letters to Soelle and Neale.
9. Sullivan stated that the last thing he has this morning is a reminder that if the deans have a faculty member with a tenure track appointment who is not to be reappointed to a third year of service, the faculty member must be notified no later than December 15 of the second year of appointment; or if the second year of appointment terminates at a time other than the end of the academic year, not less than six months before the end of the appointment. Short discussion followed.

COMMENTS

D. Goode - Mentioned the paper and toner costs have been a topic of conversation in the past. Last year, 2000-2001, we spent $4,219 on paper and $6,638 on toner for a total of $10,857. So far this year we have spent $2,617 on paper and $3,007 on toner for $5,625. Those costs are fairly minimal considering the hardware costs it would take to put card swipes. She is doing some research with a company called Uniprint to determine costs to put card swipes on some of our laser printers in some of our labs.

Buckley - Referring back to the rank and tenure table - are there similar targets for rank - what percentage should be Professors and that sort of thing? Sullivan replied that he does not know and has not seen anything in any notes that have been given to him. Sullivan will try to see if he can get some guidelines on that either nationally or in the state.

Soelle -

a. Stated that two faculty in Liberal Arts have published books recently. "Transforming the Word: Prophecy, Politics and Poetics" is Marge Kingsley's book and "Stronger Than Custom: West Point and the Admission of Women." is Lance Janda’s book. She is extremely proud of these two faculty.

b. When we talk about tenure issues and continued productivity, how do you keep this level of enthusiasm? These two faculty members are so busy and have so much going on and are so productive and active that she is concerned how they will continue at this level of productivity. This is something she feels should be discussed sometime. Sullivan replied that the whole concept of how we identify merit and reward is a concern. Lengthy discussion followed regarding yearly pay increases based on merit, notification of faculty of possible pay increases at a time when faculty are not on campus and have no feedback, providing release time for scholarly activities, etc.

c. Soelle stated that the chairs in Liberal Arts have developed criteria for merit salary increases. They have a formula they have agreed to throughout the school. The faculty know from the time in the Fall when they write their planning documents for the year, what level of merit they are at based on what they are submitting in their plan for the year. They know exactly what the chair will expect of them for the coming year. Harrison stated a way he has recommended for years to address this problem to even the load across the various areas of endeavors, is to negotiate a letter of expectation with the department chair and the faculty member subject to approval by the dean,
that outlines on a year by year basis what the expectations are from the university and from the faculty for that person's productivity for that year. If it happens to be 12 hours teaching in both semesters and two in the summer and advisement, then there are minimum expectations with regard to extra scholarly productivity. Short discussion followed.

Young - Mentioned that she is having trouble finding students to hire that qualify as Federal work study students. This is possibly a problem in other areas. She does not know what students have to do to qualify for Federal work study. Asked if there is some way to get a some help in identifying students that qualify. Dzialo mentioned that she could possibly do something. They were looking for someone to help in a tutoring program and she asked her people if they could run her a list of students that were education majors and also qualified as Federal work study and they produced a list for her. Young asked how would she get the message to those students who qualify for Federal work study, that there are jobs available and tell them what they have to do, etc. Reply was that she could use posters to do that. Short discussion followed.

Dzialo - Mentioned that there will be tele-seminar (telephone seminar) available on Thursday at 2:00 in Howell Hall. The seminar has to do with issues as a result of the latest patriot law. It affects us on a lot different issues. Sullivan asked Dzialo to e-mail the deans with the details.

Dawe - Distributed copies of the Schedule of Events of the Celebration of Research that was held last year in February. This shows some of the activities and workshops that were scheduled last year. He stated that we need to come up with some additional activities and they need to be given to him by Thanksgiving. That would give us an opportunity to go through them and come up with a schedule of events so that the schedule can be distributed early in January.

Dawe commented on how well the Regional Research Day went last Friday. Cameron students did exceptionally well. There was a competition this year and our students came away with $300.00 in prize money; 1st place in Education-Psychology; 2nd in the area of media and design; 2nd place - Psychology McNair Scholar; and 3rd place in the math and science category. We did not have anyone from the arts or business. Short discussion followed.

Pokorny - No comments.

Neale - No comments.

Harrison - No comments.

Burgess - No comments.

Adjourned 12:04 p.m.