Council of Deans - Minutes

Date: Wednesday, February 5, 2014
Location: Administration Board Room

Members and Staff Representatives present:
Ronna Vanderslice, Vice President for Academic Affairs
Sylvia Burgess, Associate Vice President for Academic Affairs
Marge Kingsley, Assistant Vice President for Academic Affairs
John Camey, Dean, School of Business
Howard Kuchta, Interim Dean, School of Education and Behavioral Sciences
Von Underwood, Dean, School of Liberal Arts
Terry Conley, Dean, School of Science and Technology
Susan Camp, Director, CU-Duncan
Debbie Goode, Director, Information Technology Services
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Sherry Young, Director, Library Services
Linda Phillips, Registrar
Mandy Husak, Academic Affairs Coordinator
Vinetta Stanton, Educational Project Specialist

Guests present:
Chase Massie, Director of Human Resources

Agenda and Notes

- Approval of Council of Deans Minutes – January 8, 2014 Meeting (Handout) – Approved with minor edits.

- Discussion Items:

  1. Hiring — Chase Massie spoke to the group about the procedures for hiring new personnel, especially faculty. This is the second year that Cameron has used OpenHire. Applicants can submit by email or by printing and turning in a paper copy of their application and other supporting documents.

     A few highlights from the presentation are:
     - Each member of the search committee reviews all applications.
     - Telephone interviews are encouraged as a first screening of candidates. Each group conducting interviews should ask the same questions. If the conversation naturally leads to other questions then that’s fine. The committee may start with the preferred candidates.
     - HR recommends that interviews be done with more than one person from the screening committee present.
• EEOC officer can meet briefly with each screening committee and advise them on what not to ask.

• From this year, each Dean will get a list of the diversity info. for all candidates in their department. This is confidential information – only for the Deans!

• The Chair is responsible for filling out the Disposition reasons for non-hires (reasons they were eliminated from the search or the reason someone was selected even though they do not meet the preferred qualifications). The reasons can be updated to include others.

• Denial letters are sent by HR after this list is received.

• The Chair/Dean should check references (preferably the Dean), but not the screening committee.

• Each faculty applicant has to do a presentation. Make sure you inform the candidate how long the presentation should be, who the audience will be, focus of the talk, etc.

• Everyone watching the presentation fills out an evaluation form on the candidate.

• The Chair will meet individually with each candidate.

• For foreign nationals, if their work is not satisfactory after one year, sponsorship will not be provided. Be careful not to imply that sponsorship is guaranteed.

2. Early Alert Data usage for Spring 2014 — Remind chairs to inform faculty about using early alert.

Dr. Oty asked Director Goode if the system can trigger early alert based on mid-term grades. Director Goode will find out and let us know.

Responses to care requests are monitored by Student Development; however, it is preferable for the faculty member to approach the student since they would already have a relationship with their students.

3. FLAC After Action Review and Faculty Load Report — Karla Oty and Mandy Husak reported some common errors/issues they found with FLAC.

• When entering overload, 0 should be entered in workload
• Some departments didn’t give compensation for the overload
• ITV classes have to manually be changed to overload
• The rules for summer are different for the fall and spring semesters
• The lock date for full-time faculty is not until March 14. When Dr. Oty and Mandy have to fix errors, they have to unlock them in order to do so.
The VPAA reminded the Deans that the adjuncts have to complete the online training before they can be hired for the summer. Remind the chairs to inform the adjuncts of this process.

4. Major tracking from fall 2013 to spring 2014 — Dr. Oty discussed this topic. The one semester and one year retention rates were compared. The VPAA encouraged the Deans to look at the numbers in detail with their departments. She also suggested looking at the university persistence rates and setting a goal for the department to be above that.

5. Academic Summary — Dr. Oty provided a brief update.

6. U.S. Professors of the Year Awards Program — A handout was circulated for this award so that the Deans can read the description and start thinking of possible nominees.

Reminders:

1. Degree Works will be open in March for undergraduate students. Every department and every school should have a Degree Works expert for advisors to contact for help. If you would let Linda know who the experts are, it will really help us. The idea is that advisors and students should contact the departmental expert first for assistance. If that person isn’t available, they should contact the school expert. If neither of those can provide assistance, they should contact Linda Phillips, Mandy Husak, or send an email to degreeworks@cameron.edu.

2. Fast Facts for Spring 2014 have been posted at www.cameron.edu/iraa under Institutional Data. Please note that this is a snapshot of enrollment on census day. Our enrollment will change between now and the end of the semester so these numbers should not be used for any “official” purposes.

Important Dates:

- Council of Chairs – 2:00 p.m. on Thursday, February 20, 2014
- Council of Deans – 2:00 p.m. on Wednesday, March 5, 2014
- Regents Meeting Dates (for curriculum proposal purposes)

   ii. The Oklahoma State Regents for Higher Education
      • March 6, 2014
      • April 24, 2014
      • May 30, 2014
      • June 26, 2014
      • September 3-4, 2014
      • October 22-23, 2014
      • November 6, 2014
      • December 3-4, 2014
- February 5, 2014 – Mid-term grades for 1st 8 week classes posted by 4 p.m.
- February 6, 2014 – Livestream of Board of OK Ethics lunch speaker, Michael Hingson, at School of Business
- February 14, 2014 – Recommendations for reappointment and non-reappointment due to VPAA
- February 19, 2014 – Last date to withdraw with an Automatic "W" for 1st 8 week classes
- February 26, 2014 – Last date to withdraw from a class (with signature) for 1st 8 week classes
- February 28, 2014 – Job descriptions for staff positions due to Chase Massie by 5:00 p.m.
- February 28, 2014 – CU-Duncan’s Art Exhibit ends
- February 28, 2014 – Penalty for late payment of tuition and fees begins
- March 5, 2014 – 1st 8 week classes end
- March 7, 2014 – 2014 Oklahoma Research Day
- March 7, 2014 – Final grades posted by 4:00 p.m. for 1st 8 week classes
- March 7, 2014 – Mid-term grades for 16 week classes posted by 4 p.m.
- March 14, 2014 – All adjuncts teaching 2nd 8 weeks (S8 position suffix) and all full-time faculty should be locked by the appropriate Dean/Supervisor and all 2nd 8 week payroll action forms submitted to the Human Resources Department by 5:00 p.m.
- March 14, 2014 – Service Learning Conference in Oklahoma City
- March 17-23, 2014 – Spring Break
- April 1, 2014 – Deadline to apply for graduation
- April 9, 2014 – Last date to withdraw with an Automatic "W" for 16 week classes
- April 10-11, 2014 – 2014 Scholars Summit at Cameron University in the CETES Conference Center
- April 21, 2014 – Deadline to apply for British Studies Program
- April 23, 2014 – Last date to withdraw from a class (with signature) for 16 week classes
- May 2-9, 2014 – Final Exams
- May 9, 2014 – Commencement
- May 13, 2014 – Final Grades posted by 4:00 p.m.