Council of Deans

Unapproved Minutes

February 19, 2001

Members:

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

Also Present:

Lorinda Rogers, Undergraduate Student Advisor, Dept of Education

1. McKellips circulated two documents for information only:

a. Educators' Leadership Academy.

b. CCAS Seminar for New Deans.

2. McKellips stated that as soon as spring break is over, he will need to start the budget development process.

a. Most of the deans are new and have not been through that process before. For those who have not been through the process, the Provost will set up a budget hearings for each school and unit. A few days prior to the hearing the dean or director will submit their proposed budget to the Provost and then McKellips, the dean/director and John Sterling will get together and go over their proposed budget. The deans can bring other people from the school if
they want to. Some deans bring people they think can explain some of the budget needs better than perhaps the dean can. John Sterling provides the deans/directors with a set of budget forms that look like pages out of the budget book. Salary recommendation will not be made at the time of the hearings except that if there are going to be equity issues, etc., then this is a good time to get those issues on the table. If you are not asking for a change in the amount allocated, then you won't be required to provide documentation but if there are circumstances that will either raise or lower the amount, McKellips will need documentation of why you want to change the amount. Also, there will be a capital line. Even though when you get your budget back there will be a zero on that line, your capital items will be handled like we have done in the past. Those items will come out of Section 13 and you will be given an allocation but it won't appear in your E&G budgets.

b. The budget process is not a difficult process, but it behooves deans, department chairs, and directors to review their present and anticipated needs. If additional personnel positions are needed, either faculty, professional, or classified, this is certainly the time to bring that information forward.

c. For those who have been through this before, you know that it gets extremely hectic at the last minute. You will have a budget hearing sometime between the end of spring break and probably the end of the school year. Then, sometime towards the end of May, the Legislature will, on the last day, make the higher education allocation to the State Regents. By that time the State Regents will have a good idea what the allocation will be and within about 24 hours, they will tell us what our allocation is going to be and we have to have a fully developed budget book in a week or less. This means in that period of time we have to decide what we are going to do about salary increases. You will be given a figure, some sort of lump sum amount, and if there are salary decisions to be made you will have to make them individually for all your people, very quickly, on what individual salaries are to be. It is not unusual for you to be given about 24 hours to do that. Lengthy discussion followed.

d. McKellips asked if the deans thought a budget workshop where we would get John Sterling in to talk about developing budgets would be of benefit. Reply was that yes, it would be helpful to have a workshop.

3. McKellips stated that we have a guest today, Ms. Lorinda Rogers, the Undergraduate Student Advisor in the Department of Education and also the Chair of the Advisement and Retention Committee.

a. Rogers stated that she is the Undergraduate Student Advisor but is here today to talk to the Deans Council as Chair of the Advisement and Retention Committee. Training of faculty advisors is important and she presented her goals with regard to past and future ways of providing that training.

b. She mentioned that in the Department of Education, before Mary Rubin retired, she would give departmental training sessions for new faculty. The faculty would come into the lab and do some hands-on training in the HP 3000. They were given information and she would work through the advising process with them - the information used in advising students, how to pull up class rosters, how to find and get the information the advisors need so that they can better advise the student. The Committee hopes eventually to get into advisor training like career counseling and career choices. This is our goal.

c. What the Committee is asking is that we be given the opportunity to get with the department chairs to see if they feel they have faculty that need a review of the advisement procedures and then we would come to the department and work with the faculty. Together we would look at some of the mechanics of the HP 3000 and answer some questions. Lengthy discussion followed.
d. McKellips stated he thinks this is a good idea and he is for it. At some point faculty advisors need to acquire training that covers the information that Rogers has mentioned. There needs to be some kind of a process that we can assure everybody will be trained up. Short discussion followed.

e. McKellips thanked Rogers for her presentation.

4. McKellips stated that this is Research Week at Cameron. Showed the Council a brochure that contains a schedule of events. On Thursday the Student Roundtable occurs. He could not tell from reading the brochure who is supposed to go to the luncheon. Reply was that the Roundtable participants will be at the luncheon in addition to the scholars that are here during the day. McNair Scholars are coming in from over the state and there will be other scholars from other groups on campus that will be participating in some of the workshops. Short discussion followed.

5. McKellips sent a document around. This will be real interesting to some of you. It says "Preliminary Draft" and that is why he did not make copies for everyone. If he gets a final copy he will make copies and send to the deans. It is a fairly revealing document. This is the remediation rate by high schools in Oklahoma. It tells what percentage of students who graduated from those high schools and went to colleges in Oklahoma, had to be remediated. This covers a three year period - 1997, 1998 and 1999. Question was asked about the purpose of this study. McKellips replied that this study makes some determination about where the students that need remediation are coming from. Discussion followed.

6. McKellips mentioned that catalog changes are due in his office on February 23. He has received questions about what can be put in the catalog as far as changes in programs, new programs, etc. that may not be approved before the catalog is published. Any changes that are made in the catalog will be around for two years and you may have an incorrect catalog for two years, which means you may have to have an explanation for students. Of course, the same thing could happen if you don't make the changes. Discussion followed.

7. McKellips stated that he has been talking to Goode about how we might take advantage of the programs offered by ASCOG. McKellips has talked with Ray Friedl who manages the programs for ASCOG. He described to Friedl our situation regarding our ability to hire and retain technicians for Cameron's computers, distance learning facilities, network, etc. McKellips had a long discussion with him about who would be eligible for the money he has in all his programs. When Haliburton has a layoff, those people can go through ASCOG and they have money for retraining displaced workers but they also have money for more than just displaced workers. Friedl told McKellips that there is a good possibility that if McKellips can formalize and structure his needs, then ASCOG can probably help with funding. He has a million dollars that he would like to be able to spend. McKellips and Friedl also talked about the possibility of including our AAS degree in telecommunications as part of the training and maybe some of the certificate programs at Great Plains. McKellips will be meeting with Friedl on Thursday.

COMMENTS

Neale - No comments.

O'Keeffe - No comments.
Young - No comments.

Dawe - An item of concern is the practice of assigning the grade of "F" to students who do not attend class. I read through the catalog very carefully and it is quite clear that if a student does not attend class the faculty have an option of F or W in which case the withdrawal has to be initiated by the student. It has come to my attention that we have a graduate student who did not attend class and has received an F. From an academic point of view, receiving an F for non-attendance is certainly not the same as an F that is based on some performance measure. Dawe is wondering what he can do about that, if anything. McKellips replied that this came about because there are two or three external organizations that require that if you assign a grade of W you have to give the date of last attendance and the reason is that if the student is collecting money from the organization, they make the student pay it back - like the Veterans benefits. If you don't do it that way, and you issue a grade of W and you can't get the last day of attendance, then the institution has the liability for repaying those funds. They believe a grade of F is sufficient deterrent to cause the students to attend class or their funds will be shut off. McKellips stated that if a student has never attended the class and that can be verified, then the Provost can authorize the grade to be changed from an F to an AW, which is administrative withdrawal. Discussion followed.

Goode - No comments.

Soelle - No comments.

Burgess - No comments.

Harrison - (Absent)

Adjourned 11:47 a.m.