Date: Tuesday, June 2, 2009       Time: 3:00 p.m.     Location: Admin Board Room

**Members present:**
Buddy Odom, Dean, School of Business
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
Von Underwood, Dean, School of Liberal Arts
Reza Kamali, Dean, School of Science and Technology
Susan Camp, Director, CU-Duncan
Debbie Goode, Director, Information Technology Services
Tom Sutherlin, Director, Institutional Research and Assessment
Linda Phillips, Registrar
Sylvia Burgess, Associate Vice President for Academic Affairs
John McArthur, Vice President for Academic Affairs

**Members absent:**
Sherry Young, Director, Library Services

**Corresponding Members:**
Aubree Helvey, Assistant Vice President for Academic Affairs

**Agenda and Notes**

1. Approval of Minutes – May 5, 2009 Meeting
   Motion – Ronna Vanderslice
   Second – Debbie Goode
   Approved

2. Announcements and Information Items
   a. Fulbright Scholar in Residence Call (Handout of selected pages) -
   b. Texas transfer student program – article in the Chronicle of Higher Education on May 29, 2009
      Transfer student recruitment will be an emphasis area for next academic year. In addition to waivers and scholarships, what are some opportunities available to us to assist in this endeavor? Some of the suggestions were posted typical plans of study, course rotations, and better transfer admissions processes for equating course credits from other institutions.
      A secondary discussion regarding academic advising took place. Mandy Husak will be asked to place an electronic copy of the advising guide on the university website at [http://www.cameron.edu/facultystaff](http://www.cameron.edu/facultystaff). Copies will also be distributed through email.
   c. Please prepare your self-evaluation based on your planning documents. The Regents Planning Retreat is June 22 – 24. Our budget and plans for 2009 – 2010 will be provided after this meeting. We will schedule planning sessions at that time.
   d. Elderhostel – The Long Range Planning Committee raised the issue of a Cameron University Elderhostel last year. A group from Quartz Mountain has asked if Cameron University has any interest in a joint venture. Areas of interest were the fine arts, history (military, Native American, Great Plains, etc.), and ecology and
natural resources. Names mentioned as past participants were Von Underwood, Tom Sutherlin, Don Phillips, Roy Byrd, Charles Smith, and Ted Snider.

e. VPAA McArthur will be out of the office from Thursday, June 4 through Sunday June 7, 2009.

3. Around the Table
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
- Summer enrollment is in good shape.
- June 8 – 11 there will be a camp for students with disabilities at Quartz Mountain. There is an opportunity for volunteers and for credit participation.

Susan Camp, Director, CU-Duncan
- Duncan enrollment is up.

Sylvia Burgess, Associate Vice President for Academic Affairs
- Another information session for displaced workers, primarily Halliburton, is scheduled for Duncan.
- Informed the group that Maurissa Buchwald has started as Director of Personnel (mbuchwal@cameron.edu 581-2245), new initiatives include distribution of staff handbooks and creation of an inprocessing form.

Linda Phillips, Registrar
- Banner update – course prefixes will now be lower case.
- A new portal for military spouses - Military Spouse Career Advancement Accounts (MyCAA) is available. This is similar to GoArmyEd.

Debbie Goode, Director, Information Technology Services
- The PC order with Dell is in process. Dell will provide imaging and installation services this year.
- The Blackberry server testing is in process.
- Greg Davies is the new Help Desk Coordinator. He is working on minor modifications in the basement of Administration to make a more approachable Help Desk.
- Banner disaster recovery equipment will be placed in CETES II.
- Internal Audit recommends Business Continuity Plans for all units. ITS is working to provide a Duncan option for a campus continuity plan.

Tom Sutherlin, Director, Institutional Research and Assessment
- We need to distinguish the different functional areas of Banner in our discussions. Please refer to Luminis and Cognos.
- Summer enrollment is up 6.97% SCH and over 11% Headcount. We are seeing a shift to more part-time students.

Reza Kamali, Dean, School of Science and Technology
- No Report

Buddy Odom, Dean, School of Business
- Moving into the new Business Building has commenced primarily due to pressure from Student Housing to begin renovation of the seventh floor of North Shepler. At the moment they are still in boxes on the sixth floor of North Shepler.

Von Underwood, Dean, School of Liberal Arts
- Speech and Art Camps running this summer.
- Department of History and Government Heartlands program for area teachers is set to begin.

John McArthur, Vice President for Academic Affairs
- Adjunct rate proposal.
- Curriculum update for CU-OU-RSU Regents meeting.
4. Discussion Items
   a. What is the role of Cameron University Faculty in advising and recruiting?
      Discussion points include:
      - Freshman advising versus other advising
      - Who is permitted to enroll – Staff? Faculty? Student self-enrollment?
      - Student convenience issue – unwilling to make appointments but wish immediate service
      - Accurate identification of which students are in which program
      - General Education completion is too late in the academic career of many students. This negatively impacts student learning.
      - Balance of majors courses and general education courses during early semesters of enrollment
      - A typical plan of study on file and on the web would be helpful for students, parents, and advisors
      - A set freshman schedule of courses?
      - An introduction to majors as part of the orientation course
   b. VSA Senior Survey as part of degree check with Registrar (Handout)
      The survey data will be captured at the time of the degree check and then submitted to Institutional Research for tabulation and reporting.

5. Upcoming Meetings and Events
   a. Council of Deans – 3:00 p.m. on Tuesday, July 7, 2009
   b. OSRHE Policy Workshop – 11:30 a.m. on Thursday, July 9, 2009 (location to be announced and we may take up to five people)
   c. Master Calendar entries due to VPAA – June 5, 2009
   e. Banner Dates
      i. Go Live Dates
         - Student CRP Practice: September 1 – 3, 2009
         - Financial Aid: December 15, 2009
         - Finance: January 11, 2010
         - Advancement: January 18, 2010
         - Luminis: January 26, 2010
         - Accounts Receivable: March 8, 2010
         - Student: March 8, 2010
      ii. Chair, faculty, and staff training commences – Fall 2009 through March 2010
   f. HLC Self-study and site visit dates
      i. Preliminary drafts from Criterion Teams – Due August 15, 2009
      ii. Self-Study draft completed – December 15, 2009
      iii. Campus contingent attends HLC Annual Meeting – April 2010
      iv. Dissemination of Self-Study and comment period – February 2010
      v. Site Visit – November 8 – 10, 2010

6. New Business