

Council of Deans Minutes

Date: Wednesday, April 13, 2016

Time: 2:00 p.m.

Location: Administration Boardroom

Members and Staff Representatives present:

Ronna Vanderslice, Vice President for Academic Affairs

Marge Kingsley, Assistant Vice President for Academic Affairs

John Camey, Dean, School of Business

Lisa Huffman, 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

Karla Oty, Director, Institutional Research, Assessment, and Accountability

Kelly McClure, Director, Information Technology Services

Linda Phillips, Registrar

Vinetta Buchanan, Academic Affairs Specialist

Members and Staff Representatives absent:

Sylvia Burgess, Associate Vice President for Academic Affairs

Sherry Young, Director, Library Services

Mandy Husak, Academic Affairs Coordinator

Agenda and Notes

❖ Approval of Council of Deans Minutes – March 2, 2016 Meeting (Handout) – **The minutes were approved as presented.**

❖ Discussion Items:

1. Graduation Fair feedback—The Graduation Fair is held annually so that students can go to one location and get all the information they need about graduation. The fair also provides students with the opportunity to purchase/order the items they would need for the ceremony. This year 366 students stopped by the Registrar's table which is an indication of the value of this event. Many students also made use of the online application for graduation which was new this year.

The Alumni Association offered popular \$5 off coupons to students who attended the fair to help with the cost of the gowns. VPAA Vanderslice asked that any comments received about the graduation fair be sent to her so that we can take them into consideration when we start planning for next year.

2. Intersession Advisement—The intersession period will be from May 12-26, 2016. A formal call will not be sent out but VPAA Vanderslice has invited some faculty who regularly advise in the Advising Center to work during this time. She will copy the Deans and Directors when she sends out the final list. She reminded the Deans and Directors that faculty should be available to advise students until faculty offices close. After that, students will be directed to the Advising Center for assistance. Departments should have signs posted and phone messages directing students to the Advising Center during that intersession period.
3. Changes to the University of Oklahoma Board of Regents Policy Manual for CU/RSU—VPAA Vanderslice discussed the changes to the University of Oklahoma Board of Regents Policy Manual for CU/RSU. She indicated that most of the changes were clarifying language. She stated that everyone should review all the changes with particular attention to Section 3 - General Policies.

4. Candidate Initiatives for 2016-17 shared with Cameron Council—VPAA Vanderslice distributed a list of possible initiatives for next year that were shared at Cameron Council. VPAA Vanderslice stated that the planning documents for the Deans and Directors are driven by the Initiatives for the Regents' Retreat and by the Academic Plan so this would ultimately impact them. She asked that if they have any feedback on any of the items on the list that they please let her know.
5. Guidelines for OSRHE and State System Officials---One Cent Sales Tax—A handout was distributed that provided guidelines for Cameron employees—In your state official/employee capacity, you are limited to making statements of fact which stop short of advocating for a “Yes” or “No” vote. In your capacity as a private citizen, you can make statements of fact, but in addition you can also advocate for a “Yes” or “No” vote. Prudent steps should be taken to ensure that you are seen to be acting as a private citizen in doing so, and not as an OSRHE or State System official (including Regents) or employee.
6. Faculty Senate Updates—VPAA Vanderslice discussed a Faculty Senate proposal to have ranks for Instructors so that they would have a way to advance in their profession. Faculty Senate has also been discussing flex loading—a way for faculty to be able to request a load reduction for a semester when working on grants, etc.
7. As a reminder, if you are holding recognition events in your schools/areas, please let Janet Williams know so that she can take pictures and do a press release.
8. Wingspan Staff Evaluations—VPAA Vanderslice reminded the supervisors that all staff evaluations are approved prior to reviewing them with staff members. VPAA Vanderslice asked that the Deans/Directors send evaluations to her by April 22nd.
9. Reviewing faculty evaluations and completing chair evaluations—VPAA Vanderslice asked that the Deans send copies of their chair evaluations to her. They need to include a review of IDEA Response Rates and a comparison of their department's persistence and graduation rates to the university's. She asked that they send their evaluation of the Department Chairs to her by May 8th.
10. Current year budget reminders— VPAA Vanderslice reminded the group that it is almost time to conclude spending from this year's budget. She asked them to examine their needs for the remainder of the academic year and keep the cut off period for the budget in mind.
11. Increasing IDEA Response Rates and discussion of online administration possibility for summer—We need to make an extra effort to increase IDEA response rates. If you have a department that has high response rates, please ask them to share their methods with other departments so that we can improve across campus. Dr. Oty reminded the group that the evaluations need to remain confidential so they should keep that in mind when trying to come up with ways to increase response rates.

Summer evaluations will be online and we are moving to the mobile version in the fall. Dean Huffman suggested offering a training session in the fall about the mobile evaluations. Dr. Oty is willing to do this.
12. Early Alert Update—Dr. Oty's report on Early Alert Usage shows that as of March 27, usage was at 79.6%.
13. Enrollment Update—Dr. Oty shared updated information on summer and fall enrollment. Summer enrollment is up by 4.43% in total students. Fall enrollment is down.

❖ The meeting adjourned at 3:05 p.m.