Council of Deans- Minutes

Date: Tuesday, April 2, 2013
Time: 3:00 p.m.
Location: Administration Board Room

Members and Staff Representatives present:
Terry Conley, Dean, School of Science and Technology
Buddy Odom, Dean, School of Business
Von Underwood, Dean, School of Liberal Arts
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
Sylvia Burgess, Associate Vice President for Academic Affairs
Susan Camp, Director, CU-Duncan
Debbie Goode, Director, Information Technology Services
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Linda Phillips, Registrar
Sherry Young, Director, Library Services
John McArthur, Provost
Elizabeth Hall, Assistant to the Provost

Agenda and Notes

1. Approval of Council of Deans Minutes – March 5, 2013 Meeting (Handout 1)-
   Approved as amended.

2. Announcements and Information Items
   a. Spring 2013 Midterm Grades Summary: 364 of 364 possible 0 and 1000 level courses (required participation) were assigned midterm grades (100% Participation). 128 of 656 2000 level and higher undergraduate courses (optional participation) were assigned midterm grades.

   Provost McArthur announced that Faculty Senate and the Academic Advising Center have endorsed a change to require midterm grades for 12 week and summer 8 week 0 and 1000 level courses. Dr. McArthur would like to have the chairs’ feedback regarding midterm grades by the end of this week.

   b. Proposed changes to evacuation scripts due to Elizabeth Hall by Friday, April 12, 2013. Please submit an electronic copy. (Handout 2)

   The Provost let the committee know that there will be a tornado drill on April 24 at 10:15 am. There are designated building monitors. This is the first of a series of drills. Currently, the university is looking at having three “event’s per year. AVP Glover is organizing this.
Director Camp asked if this applies to the Duncan campus. Dr. McArthur believes that it applies to Lawton only. (Later, it was determined that the drill applied to all sites.)

Josh Lehman will announce the event for the morning of April 24. Please don’t announce this until you hear from him.

c. CUR consultants at Cameron University April 25-26, 2013. Discussion forums to focus on undergraduate research, scholarship, and creativity on April 25 (4:30-6:00 pm SC 100) and on April 26 (12:30-2:00 pm SC 100)- Dr. Terry Conley, Dean, School of Science and Technology

Dean Conley explained that this came out of the trip that 4 faculty members took to the INBRE convention. Cameron will be bringing to campus two consultants that have experience in undergraduate research. These talks are open to all. Dean Conley hopes to set up meetings with various stakeholders such as the Provost, deans, chairs, and faculty who are already engaged in research. At this point, we are waiting on the consultants’ contracts. He hopes to have all of this nailed down this week. Dr. Conley said that, following their visit, the consultants will provide feedback in a report.

d. Staff Evaluations due by April 30- Please remember to review your draft evaluations with your supervisor prior to sharing them with your supervisee. (Handout 3)

Provost McArthur explained the process and asked the deans and directors to allow time for evaluation meetings. Please send your evaluations and rankings to Dr. McArthur by email. Please take the time to tell that person what (s)he does well and provide at least one thing that you would like for your employee to improve upon and give that person the resources to improve. These evaluations are for both administrative and classified staff.

e. Fall 2013 change in overload payment practices for faculty
   i. Overload compensation for 16 week courses is currently paid twice a semester (September and November or February and April). With this change, overload compensation will be made in four equal payments starting in September or February.
   ii. 1st 8 week courses are currently paid once a semester (September and February). With this change, faculty will now receive four equal payments starting in September or February. This will result in the faculty member receiving half of their pay for the 1st 8 week course after it is completed.
   iii. 2nd 8 week courses are currently paid once a semester (November and April). With this change, faculty will now receive four equal payments starting in September or February. This will result in the faculty member receiving one month’s pay before the course has started. If a course is cancelled, then the overpayment will be deducted from the next paycheck.
iv. Payments for workshops and Intersession courses will not change. Compensation for these courses will be paid as they currently are, in the month that they are teaching a workshop or intersession course.

v. Adjunct faculty payments will not be impacted by this change.

vi. Summer school payments to faculty will not be impacted by this change.

The Provost outlined the changes in overload payment practices. Dean Conley asked why the change was taking place. Provost McArthur explained that it is because of state law. The state payroll requires that if we’ve encumbered payroll funds, then we should provide compensation to the employee.

3. Discussion Items

a. Dr. Vincent Tinto After Action Review

The group discussed impressions of the event and possible next steps to maintain the campus conversation about student success and student retention.

b. Call for 2013-2014 Hackler Award Nominations (Handout 4)

The Provost noted that, based on this fall’s feedback, the date for the call for nominations was moved up to allow graduating seniors an opportunity to nominate faculty.

c. Academic Integrity and Misconduct in the online environment

i. Review of recent online incidents within Oklahoma

Dr. McArthur informed the committee of an Oklahoma community college’s interactions with an online company that was taking a course for a student.

ii. Proctoring and identity validation practices at CU-Dr. Sylvia Burgess, AVP for Academic Affairs

AVP Burgess noted that Cameron has corrected a gap in its identification system. The One Stop Shop now requires a government issued id in order to get a new Cameron id. Now, at the Testing Center, the student must present a government-issued id. Proctors now go with the students to match their id to the name in Banner.

Dr. McArthur said that, this summer, the group will review how we deal with prevention and response to academic misconduct. The Office of Student Development will be included or consulted.
AVP Burgess noted that there were some faculty concerns with the use and effectiveness of Safe Assign within Blackboard.

The Provost commented that, unfortunately, academic integrity issues don’t just occur in the online environment. He asked for us to think about what we are doing to support our faculty to provide an equitable learning environment for all students.

iii. A special meeting for further discussion will be called – suggested attendees are the academic deans, distance learning administrators and staff, VP Holland and Director of Student Development Pruchnicki.

d. Standard Scheduling Policy Update (Handout 5)

Provost McArthur noted that we will update the current standard scheduling document for distribution prior to the preparation of the Spring 2014 schedule. The handout reflects substantive changes which will be implemented as a result of the review of grades and learning outcomes achieved in compressed format courses relative to the same courses taught in other formats. Dr. McArthur noted that we will have to look at how we schedule hybrid courses and our variance offerings. He said that an appendix listing approved variances would be considered.

4. Standing Agenda Items

a. Assessment Activities Update

Dr. Oty addressed the group about the assessment calendar for next year. She noted that we are now looking at Plan 2018 alignments, not Plan 2013. The calendar that the IAC has published is created in such a way to emphasize that this is a year-long activity.

The committee discussed how best to remind the chairs of assessment deadlines. Dr. Oty asked for the deans and directors to give her input by email, if they have suggestions.

Dr. Oty also passed out the General Education checksheet. She noted that the handouts are drafts, so they are not for distribution. The GEC will vote on the checksheet on Friday. Then the Curriculum Committee will meet and vote on the following Thursday. It will also be presented to the TEC.

Dr. Oty explained the newly proposed Humanities subcategories: aesthetics and diversity.
The committee also discussed the changes to the Health and Wellness section. Military Science courses are no longer included. The council also discussed the waiver.

Dr. Oty also noted that electives must be General Education courses.

Provost McArthur said that there will be a phase-in period. The General Education program is big enough that we might think about the phase in differently. He will send out a statement about who can graduate with which General Education requirements guidelines.

The council members discussed the General Education requirements with regard to transfer students.

Dr. McArthur explained that the components of General Education that Cameron chooses to have are Fundamentals of Speech, Economics, and Health and Wellness. These components are not state mandated. These components are the only place that Cameron has flexibility in the General Education program although the number of hours in a baccalaureate General Education program must be at least 40 hours.

b. Higher Learning Commission Update- Exploration of Criteria and Core Components: Criterion 3, Core Component 3E (Intent: address criteria, components, and sub components on a monthly basis - Do we understand? Do we comply? How could we demonstrate?)

Criterion Three. Teaching and Learning: Quality, Resources, and Support
The institution provides high quality education, wherever and however its offerings are delivered.

Core Component 3.E. The institution fulfills the claims it makes for an enriched educational environment.
1. Co-curricular programs are suited to the institution’s mission and contribute to the educational experience of its students.

The Provost noted that part of the university’s mission is to provide economic development for the area.

2. The institution demonstrates any claims it makes about contributions to its students’ educational experience by virtue of aspects of its mission, such as research, community engagement, service learning, religious or spiritual purpose, and economic development.

c. Retention and Graduation Rate Project Update
d. Early Alert Usage Update (Ask how Deans are encouraging usage.)

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<th>Total Unduplicated Instructors</th>
<th>Percent of Instructors Using Early Alert</th>
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<td>Spring 2012</td>
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March 31st, 2013

e. Cameron Guarantee and Institutional Transparency Update

f. Legislative Update

Dr. McArthur noted that most of the legislation that would have affected Cameron and our administration significantly has gone away. He explained that the accountability bill in which a Cameron representative meets with the student and the student’s parents in the sophomore year to discuss the projected debt upon graduation is still being considered.

AVP Burgess commented that the bill that re-characterizes how a business does business, taking into account physical presence versus online presence, is still in play.

i. Impacts of Sequestration

The Provost said that we have received warnings for 5-8% reduction in funding on some federal grants.
There was a modification to the Post 9-11 GI Bill. A recipient is no longer able to give benefits to his/her spouse or children. Cameron could see an enrollment dip because of this modification.

Dr. McArthur told the group that, earlier, Tuition Assistance was cut altogether. Now the President might have signed an amendment to bring back Tuition Assistance. Now tuition assistance does not cover mandatory fees; it covers only tuition.

5. Around the Table for Announcements

Linda Phillips, Registrar
- The Graduation Fair was very successful. There were 450 attendees and 57 applied for graduation at the fair.

Terry Conley, Dean, School of Science and Technology
- Science & Technology faculty have been traveling a good deal.

6. Upcoming Meetings and Events
   a. Council of Chairs – 3:30 p.m. on Tuesday, April 9, 2013
   b. Council of Deans – 3:00 p.m. on Tuesday, May 7, 2013
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents

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<th>Board Meeting Dates</th>
<th>Topics Due</th>
<th>Drafts Due</th>
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<td>May 9-10, 2013</td>
<td>March 15</td>
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<td>June 24-26, 2013</td>
<td>April 29</td>
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<td>December 5-6, 2013</td>
<td>October 7</td>
<td>October 21</td>
<td>Norman</td>
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d. Proposed changes to evacuation scripts due to Elizabeth Hall by Friday, April 12, 2013.
e. Service Awards Reception and Banquet- Tuesday, April 16, 2013. 5:30 p.m.
f. McMahon Field and Athletic Center Dedication- April 23, 2013, 1 p.m.
g. Discussion forums on undergraduate research, scholarship, and creativity- April 25 (4:30-6:00 pm SC 100) and on April 26 (12:30-2:00 pm SC 100)
h. Commencement- Friday, May 10, 2013
i. Graduate Hooding Ceremony – Saturday, May 11, 2013

7. New Business