Council of Deans- Minutes

Date: Tuesday, March 5, 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 – February 5, 2013 Meeting (Handout 1)- Approved.

2. Announcements and Information Items

   a. McMahon Field and Athletic Center Dedication- April 23, 2013, 1 p.m.

   b. Dr. Vincent Tinto campus visit- Thursday, March 28
      11:00- 11:50 a.m., CETES 207- Deans, AVP Burgess, Director Young
      2:00- 2:50 p.m., CETES A- Open Talk

   c. Evaluation of Chairs and Deans (Handouts)

3. Discussion Items

   a. Guest Host Needed for Council of Chairs on Tuesday, April 9.

      Dean Conley agreed to be the guest host.

   b. Modification to Computer Use Policy- Debbie Goode, Director, Information Technology Services

      Director Goode explained that ITS has added a server definition to the computer use policy. A server can be defined as hardware and/or software.
Provost McArthur asked the committee, as they see other policies where technology has gotten ahead of the policy, to please let him know. He explained that there might be an additional policy that differentiates Library patrons from residential patrons. We hope to have a minimum set of rules regarding computer use. Discussion ensued.

Director Goode explained that wireless access is up dramatically and is putting pressure on the wireless network.

c. Speakers Bureau Update - Dr. Sylvia Burgess, AVP for Academic Affairs

AVP Burgess sent out an email a couple of weeks ago regarding edits to the Speakers Bureau list. The Speakers Bureau folder is in the share folder. She said that there is an increasing number of requests for speakers from the community. AVP Burgess also mentioned that there was an increased number of submissions. She is still collecting topics.

d. Faculty Load and Compensation

The following topics were discussed but no actions were taken:

i. Academic Load for non-credit bearing classes

The committee discussed the situation when the student is not paying tuition and fees and not receiving credit, does this activity constitute service or teaching? In Music, Education and the graduate programs in Psychology have some 0 level courses.

ii. Category 4 assignments

The members discussed what level of detail should be listed in the new Faculty Load and Compensation module of Banner. Do we want Category assignments to be listed as “Category 4 Service” or do we want to list options of more specific activity such as Collegian Advisor, Director of Composition, Teacher Placement, grant reassignment, etc.?

Discussion ensued about how to build the table and about the possibility of listing more detail about Category 4 in an annual report letter. The IRAA director would eventually have to be able to go to the Dean and get these details about an instructor’s Category 4 assignment.

Provost McArthur explained that we have three options: 1) Category 4 (one entry) 2) drop down list of options 3) middle ground (4 or 5 common options).

This issue will have to be decided soon.
iii. Workshops for load or overload

Provost McArthur told the council that workshops were originally built as only overload. The intent was not for them to be in load. He is concerned about equitable load distribution. Cost and compensation rates for workshops are now set as if they were overload. This is a resource allocation issue.

iv. Limiting the role of workshops to satisfy degree requirements

Workshops are not used for satisfaction of degree requirements or as a substitute for degree requirements on degree check sheets according to the Registrar.

v. Equitable load distribution and overload compensation

Dr. McArthur brought up a past suggestion from Dean Underwood: a faculty member is not eligible for overload compensation (note: still eligible to teach overload, just not get paid) until in load instructional production exceeds 240 SCH.

e. Expiration of General Education Status recommendation from the General Education Committee

If a course doesn’t collect assessment for 5 years, the course will be removed from the General Education listing. These changes go into effect in Spring 2015 and the committee is looking back to Spring 2010 to determine the courses that should be removed from the program.

Provost McArthur said that he will mention these issues at Council of Chairs the following week and at Faculty Senate. He explained that this does not prohibit a dean from stepping in earlier. A dean can recommend to the Provost to remove a course earlier.

Dr. McArthur said that we should be able to assess and articulate the learning outcomes of Cameron courses. For transfer courses, Cameron will likely create a list of General Education equivalencies.

Dean Conley said that it is difficult to fit in Science & Technology degree requirements around General Education requirements.

f. FY 14 Allocation of Indirect Cost Recovery Funds
Dr. McArthur explained that in order to positively stimulate additional external grant writing without changing annual performance evaluation criteria we will modify distribution of the indirect cost recovery model. Currently, the funds are 100% centrally administered. For new grants received after July 1, 2013, indirect cost funds will be partially but specifically allocated to support Academic Research, the offices of the academic deans, and for departmental level support of the principal investigator or investigators receiving the grant. Current indirect cost rates are 49% of salaries and benefits for on campus work and 18% of salaries and benefits for off-campus work subject to individual granting agency restrictions. For example, many Department of Education grants restrict indirect cost recovery to 8%. Based on grants received in the prior three years, the annual pool of funds will be about $80,000.

Dean Conley said that the negotiated rate will expire soon and asked if we will be trying to negotiate a different rate. Dr. McArthur said that it is possible to negotiate different things such as travel or equipment, instead of salaries. Dr. McArthur asked Dean Conley to check with Tony Wohlers as to when the current rate expires.

4. Standing Agenda Items
   a. Assessment Activities Update

   Dr. Oty told the members that the General Education Roundtables are not complete. The GEC is going to meet and try to figure our assessment requirements. The committee hopes to have a recommendation by the end of the semester. She said that the chairs should know that March 11 is the deadline to submit all changes resulting from the Roundtables in Weave Online. After March 11, the chairs will no longer be able to make changes for 2011-2012. She said that by the beginning of April, IRAA will turn on the 2012-2013 cycle.

   b. Higher Learning Commission Update- Exploration of Criteria and Core Components: Criterion 3, Core Component 3D (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.D. The institution provides support for student learning and effective teaching.

1. The institution provides student support services suited to the needs of its student populations.

   Discussion ensued.

2. The institution provides for learning support and preparatory instruction to address the academic needs of its students. It has a process for directing entering students to courses and programs for which the students are adequately prepared.

   Discussion about placement advising ensued. Provost McArthur is hoping to have a placement form that is widely distributed. Currently, there is no university policy for how Cameron places students. Essentially, the policy is the checksheet.

3. The institution provides academic advising suited to its programs and the needs of its students.

   Advising is a continuing discussion.

4. The institution provides to students and instructors the infrastructure and resources necessary to support effective teaching and learning (technological infrastructure, scientific laboratories, libraries, performance spaces, clinical practice sites, museum collections, as appropriate to the institution’s offerings).

   Dr. McArthur noted that faculty and staff development is missing. Director Young said that it is mentioned in Core Component 3c. Dr. McArthur noted the comment, but expressed that he feels is should also belong in 3D4.

5. The institution provides to students guidance in the effective use of research and information resources.

   Dr. Oty told the group that Cameron must start posting data by 2015.

c. Retention and Graduation Rate Project Update

d. Early Alert Usage Update
### Table 1

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<thead>
<tr>
<th>Semester</th>
<th>Unduplicated Instructors who used Early Alert at least once</th>
<th>Total Unduplicated Instructors</th>
<th>Percent of Instructors Using Early Alert</th>
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<tbody>
<tr>
<td>Fall 2011</td>
<td>231</td>
<td>364</td>
<td>63.5%</td>
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<tr>
<td>Spring 2012</td>
<td>208</td>
<td>355</td>
<td>58.6%</td>
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<tr>
<td>Summer 2012</td>
<td>73</td>
<td>159</td>
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<td>Unduplicated Fall 2011 - Summer 2012</td>
<td>281</td>
<td>420</td>
<td>66.9%</td>
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<tr>
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</thead>
<tbody>
<tr>
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<td>356</td>
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<tr>
<td>Spring 2013</td>
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<td>Summer 2013</td>
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<td>March 4th, 2013</td>
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The Provost explained that there continues to be good participation in the usage of Early Alert. Now we need to improve upon closing the loop and work on how the information gets used to get back to the students and help them. The peer tutoring outreach is not going well.

e. Cameron Guarantee and Institutional Transparency Update

i. Exit testing of seniors in 2013-2014 in capstone courses

Dr. McArthur thanked the deans for their help with getting seniors to participate in the testing. He will discuss and announce formally at Council of Chairs. We will need 200 students for each of the critical thinking and writing exams for the entire academic year. He will request that faculty build the necessary time into capstone course syllabi. Depending on how many students we have to take the exit tests, individual courses may be selected for none, one, or two tests. The faculty may get back 1 or 2 periods that they can use for other purposes.

Provost McArthur said that IRAA will need to know which classes are only offered in the Fall or the Spring and which are year-round.

Dr. Oty explained that we will have no open sessions as we have in the past. All of the exams will be given during class time.
f. Legislative Update

Dr. McArthur told Director Goode that the OneNet issue is done for this year.

There are other bills that might require us to provide information about our five year graduation rates and the average debt incurred, including further differentiation by students with loans and no loans and by discipline. We might also have to provide information about the percentage of students who are employed in their discipline by graduation. We might be required to have a conversation with students at the end of sophomore year and their parents about the projected debt by graduation in that student’s discipline. Provost McArthur has provided copies of that legislation to VP Holland and Donald Hall. There is also legislation with the intent to give students more information about textbook costs.

He will inform the group as more information arises about other legislation or information requests.

AVP Burgess explained a bill that there is a bill in committee that re-characterizes how a business does business, taking into account physical presence versus online presence. If Cameron advertises as doing business in another state because we offer online classes, it could mean that we have to pay those other states.

5. Around the Table for Announcements

Karla Oty, Director, Institutional Research, Assessment, and Accountability
- The Spring 2013 Fast Facts are on the IRAA website.

Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
- The School of Education & Behavioral Sciences got their NCATE program reports back and the School was pleased. She really appreciated the chairs’ work.

Debbie Goode, Director, Information Technology Services
- ITS will be reactivating screen locking after 14 minutes of inactivity. There will be a message that will come across the screen on the smart boards. She explained that PowerPoint in full screen mode will not be locked after the 14 minutes of inactivity.

Terry Conley, Dean, School of Science and Technology
- The School of Science & Technology hosted VEX Robotics on Saturday. There were 60 teams (about 250 kids) of high school and middle school students.
- The School will be celebrating Arbor Day at the end of March.
- Dr. Ann Nalley is the first DaVinci Fellow from Cameron.
Von Underwood, Dean, School of Liberal Arts

- The Public Policy Forum is on Friday, March 8 from 9 am to noon in CETES Conference Center.

6. Upcoming Meetings and Events
   a. Council of Chairs – 3:30 p.m. on Tuesday, March 12, 2013
   b. Council of Deans – 3:00 p.m. on Tuesday, April 2, 2013
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents

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<tr>
<th>Board Meeting Dates</th>
<th>Topics Due</th>
<th>Drafts Due</th>
<th>Location</th>
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<td>March 27-28, 2013</td>
<td>February 4</td>
<td>February 18</td>
<td>Oklahoma City</td>
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<td>May 9-10, 2013</td>
<td>March 15</td>
<td>April 1</td>
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<td>June 24-26, 2013</td>
<td>April 29</td>
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<td>July 29</td>
<td>August 12</td>
<td>Tulsa/Claremore</td>
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<td>October 23-24, 2013</td>
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<td>December 5-6, 2013</td>
<td>October 7</td>
<td>October 21</td>
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   d. Curriculum Committee Meetings- Thursday, March 7
   e. General Education Committee- Friday, March 8
   f. Oklahoma Research Day- Friday, March 8, 2013 at UCO
   g. Dr. Vincent Tinto campus visit- Thursday, March 28, 2013
   h. McMahon Field and Athletic Center Dedication- April 23, 2013, 1 p.m.
   i. Commencement- Friday, May 10, 2013
   j. Graduate Hooding Ceremony – Saturday, May 11, 2013

7. New Business

Dr. McArthur asked the committee for opinions about the midterm grade policy. Please consider the issue further and submit feedback to him soon.

Ms. Camp feels that it helps the advisors to have midterm grades and that it serves as a successful retention tool.