Council of Deans

Unapproved Minutes

September 11, 2000

Members:

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

1. McKellips stated that he was unable to attend the meeting of the Self-Study Steering Committee last Thursday and asked for a status report.

a. Reply was that the loose ends are being tied up and it is very close to being ready to send out for faculty approval. The members of the committee discussed how they would coordinate the process of faculty approval and get it to the President for his approval before it goes out for third party comments. Also there was some discussion about referencing the Faculty Handbook - whether to refer to the 1991 issue or whether we want to try to get the 2000 issue ready and approved and make reference to that one. Short discussion followed. Dawe stated that we almost have to refer to the new handbook because there is a section on committees that did not exist in the 1991 issue, specifically the General Education Committee; so if we want to refer to that in our document that outlines the structure of that committee, we will have to refer to the new handbook. Further discussion followed.

b. McKellips mentioned that if a large number of copies of the draft is required for distribution, then we need to let Stanley Verser at the Print Shop know as far in advance as we can because at this time of year he has a heavy workload. McKellips stated that last time copies of the draft were distributed to every faculty member and at least to the directors and upper level administrators. He asked how many copies the committee was planning to distribute. Reply was that the committee plans to have the draft of the self-study on-line and distribute copies to every department and division director - have one printed copy in every department. McKellips stated that appears
to be a workable plan. At the last visit, the on-line option was not available. It might be a good idea to ask the departments to collect comments from the faculty, then make corrections on the copy in the department office and get that copy back to the committee. Short discussion followed regarding the cover design.

c. Dawe stated he was looking at the report and there is a section that has not been addressed. It was discussed at a Deans Council meeting at some point in time, about expanding the statement on official status to include support courses for graduate programs. How are we supposed to cover that in this report? McKellips replied that there is a way to do that. There is a section in the report where it states what you want from the accreditation team. It isn’t a long section but we need to address that. McKellips will prepare something on that right away and get it distributed so it can be looked at by at least the president, by the deans, and our group here. It won’t take long to do that. Short discussion followed.

d. The Self-Study Steering Committee also looked at the Federal compliance portion and the institutional data forms. McKellips stated that he has been working with Tom Suthering on the institutional data forms and the other parts have been assigned to the appropriate people. Atwater stated that it was his understanding that McKellips was going to prepare that. McKellips stated he did not recall that but that is fine. He has read through that recently and there is one part that has to do with financial assistance and those people will have to do that part. That is a primary concern in that section. McKellips will look at it and then get with Louise Brown. McKellips stated that Federal compliance in the sense we are talking about is not a requirement that we show ourselves in compliance with all Federal regulations; there are some very specific ones that we have to comply with. Discussion followed.

e. McKellips mentioned that there is a statement with regard to the institutional data forms that says the data is supposed to agree with any data that is in the self-study. There are some categories where that is difficult to do because the data is moving all the time. If we have data in the report that is different than the data in the data forms, what we will have to be sure of is that we have made a notation that this data is different because it was measured on a different day. Faculty salaries, credentials and rank change every day, but we certainly don’t want there to be any serious disagreement.

f. One of the things we don’t want to let slip through his crack is that we need to advertise in the newspaper that the accreditation is going to take place. Atwater stated that we need to do that in October and we have to have the self-study document ready for public inspection. Discussion followed.

2. McKellips asked about the status of the Faculty Handbook. That is going to be another big print job that we will have to coordinated with Stanley Verser. Burgess stated that McKellips will have it tomorrow (Tuesday). McKellips does not know if the President will want to send it to the Board of Regents for approval but if he does, we will have to send a copy to North Central with a statement that this is the recommended version which requires approval of the Board of Regents and that we expect to have an approved Faculty Handbook by the time the team arrives. They will have their attorneys go through it and will probably recommend some word changes here and there.

3. McKellips asked Goode about the status of the 5100. Goode replied that the engineer from Tulsa will be back today to try to get the equipment disk drives up and running. There are too many disk drives that are faulty and we can’t bring the system up. Right now it is not functional. McKellips stated that also in Goode’s area, there is an item on the agenda that we will be taking to the Board of Regents meeting on Wednesday, asking permission to purchase new equipment to replace the HP 3000. Goode then informed the group about the new equipment. Short discussion followed.
4. McKellips mentioned that also on the Board agenda is an item requesting the purchase of Enterprise software. This software will increase the number of reports by 5 times, includes the capability for students to ask for reports, gives students more access to their academic information and also gives the faculty a lot more access to that information. Short discussion followed.

5. McKellips stated that he discovered something the other day that he didn't know was taking place with the on-line catalog.

a. Throughout the year, we make changes in our courses. Requests for these changes go through the Curriculum Committee and then through whatever level of approval that is required. Julie Duncan has been adding some of the changes to the on-line catalog. The problem with that is that traditionally there has been certain status given to our catalogs. There is a policy written that says students are permitted to graduate under the catalog in effect the year they enrolled in a program. Now we have a paper catalog and an electronic catalog. When we give students all that access to all this information, they will say I just looked at the catalog on the computer and saw this information and believed it to be official.

b. McKellips does not expect the members of the council to answer these questions today but we need to be considering the issues that are developing. What is the official catalog - the printed version or the electronic version - what should students be following? Dr. McKellips will be going to the COI meeting on Thursday afternoon and he has asked for time on their agenda to talk about this issue and see if other institutions have encountered this situation and if so, what they are doing about it. Lengthy discussion followed.

6. McKellips stated that some of the council members may have read the article in the Collegian dealing with cost of purchasing textbooks.

a. McKellips agrees with some of what the student says. He says none of this is new but there are more complaints this year about the cost of textbooks than in recent years. McKellips can't go along with the statement, "No professor should be able to require more than two costly books." Then he says no book should cost over $85.00. He also talks about by buy-back policy.

b. McKellips thinks we have a greater obligation to take a look at what professors are individually requiring and what the cost is to the students. Maybe we should set up a check to see what students are paying for textbooks for individual courses. McKellips doesn't know how that could be done and he does not have a method in mind for doing that. This is a growing problem for students and we should be aware of those costs. Lengthy discussion followed.

7. McKellips showed the group the latest series of ERIC publications. He mentioned that he has many of these type books from previous years and if anyone would like to borrow some of them they can come by and check them out from Yvonne. These are books written by various authors who survey all of the national publications in the country on practices of institutions on a certain subject.

8. McKellips has received a letter from Tulsa Community College stating that they will host the Oklahoma Association of Community Colleges Tournament of Academic Champions in 2001. He was wondering why we would get such a letter and asked if anyone was involved in this. Reply was that this does not apply to us but that we get such letters since we still award some associate degrees.
9. McKellips mentioned that there is an item that he was talking to one of the deans about this morning that we have not had to deal with in the past 2 or 3 years. There are times within a school when enrollment in one area gets out of balance; consequently distribution of the faculty gets out of balance. The question was, can deans switch positions from one department to another department where there has been a drop in one and an increase in the other. The answer is yes and we have encouraged deans to do that. If a dean plans to do that McKellips needs to receive a memo stating what is planned so that if he approves it he can notify the Personnel Office. Deans can move faculty around to cover problems.

COMMENTS

Burgess - No comments.

Dawe - No comments.

Atwater - He plans to go over the draft of the memo from him to the faculty which will be his annual memo to the faculty about the status of the self-study and send it out shortly.

O'Keeffe - No comments. McKellips mentioned that the CD that Don Aguilar produced for the technology presentation is very well done.

Goode - No comments.

Harrison - Edna Alvilar, who has been the Director of HEOC for the last 12 years is leaving at the end of September. We have hired a new person, Mary Jac Rauh, who will start work next month. Harrison explained the mission of HEOC/SWHEC and provided information about Ms. Rauh's qualifications and experience.

Neale - No comments.

Soelle - No comments.

Young - Absent

Adjourned 11:58 a.m.