Council of Deans

Unapproved Minutes

October 14, 2002

Members:

Sullivan
Buckley
Burgess
Dawe
Goode
Harrison (Absent)
Neale (Absent)
Soelle
Young

Others Present:

Dr. Linda Dzialo
Tony Pokorny

1. Sullivan stated that Dzialo has asked to be first this morning because she has counselors on campus. She has some things to hand out.

   a. Dzialo stated there are a group of area counselors here on campus today. They started at 8:00 o'clock this morning and are finishing up with a campus tour. Next Monday another group of area counselors will be on campus. They will all be provided with information materials and then be given a tour of the campus to see what is going on. Short discussion followed.
b. Dzialo stated they have been very fortunate to get some things done this past year. She distributed some documents and commented on each one. The document she is most pleased about is the view book, which she distributed. She has given some of these books to the area counselors that are here today. The counselors were thrilled to have all the information in one place. She commented in detail about the contents of this book and the other documents she handed out. Lengthy discussion followed.

c. Dzialo stated that the re-carding issue is still going on. Right now everything is up and running and the lines were not too long. Short discussion followed.

d. Dzialo asked that everybody remember November 2 is Recruitment Day. Sullivan asked if someone was going to come and tell this group about the specific plan for November 2. Dzialo distributed a draft of the plan as it is right now. She presented detailed information about all Recruitment Day activities. Discussion followed.

e. Dawe stated that in looking through the view book, he noticed that the scholarship amounts and tuition and additional fees are shown in the book, but there is no statement that says these amounts are subject to change. He asked if that is something Dzialo might want to look at in subsequent issues. Dzialo stated that was a good idea. Short discussion followed.

2. Agenda Item 1 - Items from Executive Council

Executive Council postponed until 2:00 p.m.

3. Agenda Item 2 - Use of ITV to Conduct Interviews

Sullivan stated that at the Regional VP's meeting last week, he asked if any of them were using ITV to conduct interviews and they said no, they really weren't. UCO was the only one that had used it once or twice and said they didn't feel like they had a good sense of the person when they finished. However, they all recognized they may have to go to that method. Sullivan said if anyone here wants to try it and can figure out how to do it, go ahead. He commented to Burgess that he believed she was going to be our pilot study. Her reply was yes she will, if he will tell her she can hire someone.

4. Agenda Item 3 - Feedback on Reimbursing Travel Expenses for Candidates (HANDOUT)
Sullivan stated that at the same meeting he also asked about reimbursement of travel expenses for candidates and it was about the same as was discussed at a previous meeting of our Council of Deans. Sullivan distributed an e-mail he had written to Dr. McKellips about payment for candidate interviews. McKellips' reply is also included. Short discussion followed.

5. Agenda Item 4 - Summer School Budgets due November 15, 2002

Sullivan stated that summer school budgets are due November 15. At the moment it is the same budget as everyone had last year minus 1% cut. Reminded the deans that the budget they submit in November is just a proposed budget for summer school. If we get additional cuts then we may have to talk about a flat fee or different formats for summer school. Discussion followed.

6. Agenda Item 5 - Specialty Lab Fees

Sullivan stated that another issue he brought before the VP's group was the specialty lab fees and many of them do have special lab fees in order to basically recoup direct costs. They are doing it in the art design courses where they have a lot of software expenses like we are experiencing now. We seem to be behind other institutions in terms of charging specialty fees for courses when they are justified. Sullivan encouraged the deans to take a look at that and let him know if there is an interest in proposing those type fees. They are actually fees that do not have to be approved by the State Regents. He understands they can be added almost anytime. If we want to do something for the second semester we need to get started.

7. Agenda Item 6 - Hiring Freeze Procedures (HANDOUT)

Sullivan distributed a memo from Dr. McKellips regarding hiring freeze procedures. This memo was sent out in September and everyone here received it. Just a reminder that the President's idea is that for every exception to the hiring freeze there must be a memorandum of justification submitted. According to the memo several requests were evidently returned to the Personnel Office marked "Hold." Sullivan suggested the deans check with Corlis McPhaul to see if she is holding any requests to staff.

8. Sullivan congratulated Dawe, the professors and the students who participated in Research Day. Asked Dawe to tell the group about Research Day. Dawe stated that Cameron had 28 posters out of 352 across the 16 institutions that participated. We placed first and third in the area of business and first in the areas of math and sciences. Overall, Cameron did well. Discussion followed.
Dawe - No comments.

Burgess - Stated that she has just come back from a Phi Kappa Phi conference in Baton Rouge and during that conference they talked about highlighting student achievement and student research. There is a lot more of it that goes on around here that we don't really make everybody aware of. One thing she saw at another university a few years ago was a journal of student research. A journal of excellence or something that would highlight student research with pictures of the more artistic displays would be a good PR tool in terms of recruiting. It would probably be something that moms and dads would love to see. This is not something she is asking this group to do; she is just asking if the group thinks there would be support for it. A great group to establish the journal would be Phi Kappa Phi. They could get Phi Kappa Phi students as well as faculty and staff more involved and it would be a student managed journal with direction and mentoring from faculty. After a short discussion, Sullivan mentioned that any document that is published must be well edited.

Soelle - Raised the issue of late enrollment in second eight-week classes. She is addressing several instances in which students now come to enroll in eight week classes in the second week. It is legal for them to do so but they are missing a great deal of work. She has a couple of faculty who have a policy, which is shown in their syllabus, of three absences. Some students who come in late in the second week still want to have those three absences. Lengthy discussion followed.

Goode - She has nothing other than the ID card production system is not operating smoothly. The technician is on his way down from Oklahoma City. Rick Clyburn is continuing to work on it. Short discussion followed.

Pokorny - Stated President Ross has indicated she likes the coupling of the Convocation and the Alumni weekend so we will probably do that again next fall. He is asking for input for an after-action report. He has specifically asked Soelle to give him details on how she looked at Convocation and if anyone else has any suggestions on how to improve the way the weekend went, let him know so he can prepare the after-action report. Short discussion followed.

Buckley - No comments.

Young - No comments.

Harrison - Absent
Neale - Absent

Adjourned 11:15 a.m.