Members and Staff Representatives present:
Ronna Vanderslice, Vice President for Academic Affairs
Sylvia Burgess, Associate 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
Debbie Goode, Director, Information Technology Services
Linda Phillips, Registrar
Mandy Husak, Academic Affairs Coordinator
Vinetta Stanton, Educational Project Specialist

Members and Staff Representatives absent:
Sherry Young, Director, Library Services

Agenda and Notes

- Approval of Council of Deans Minutes – May 20, 2015 Meeting (Handout) – There was one edit to the minutes then they were approved as amended.

- Discussion Items:

  1. Feedback on Concern System—VPAA Vanderslice asked that the Deans and Directors let her know if they have any changes they want to be made to the student concern system for fall. She suggested that Deans ask students to put major concerns in writing, for example, by sending them an email so the concern can later be entered into the system. Dr. Kingsley asked at what point the concern needs to be entered and VPAA Vanderslice responded that the person closest to the concern or the person who handles it should enter it. She reiterated that the concern system is a university wide system of tracking concerns to ensure that students’ needs are being addressed.

  2. Revisions to the Electronically Delivered and Traditional Off-Campus Courses and Programs policy—VPAA Vanderslice distributed the revised Regents’ policy. She also shared a brief overview of SARA (State Authorization Reciprocity Agreements), which was included as part of the policy. The Regents are the ones to facilitate those agreements and we will submit information to them. The OSRHE are hosting a meeting on July 15 from 1:00-3:00 pm that will discuss the current status of state authorization and other updated information.

  3. Cooperative Alliance update—VPAA Vanderslice shared information from the ongoing discussions about the Cooperative Alliance programs that Cameron is having with Great Plains Technology Center. We were giving credit for their courses in various ways; however, we did not have faculty expertise for two of the areas and/or any oversight of the program/assessment. She stated that this would not meet HLC expectations.

Courses that have been offered in conjunction with Great Plains Technology Center include courses in Multimedia Design and Respiratory Care. Medical Technology courses have been offered in conjunction with Comanche County Memorial Hospital. Dean Conley; Dr. Carla
Guthridge, Chair of the Biology Department; and Karen Bailey from Great Plains worked on this issue in an ongoing way. The decisions made for how to handle these programs are:

- **Respiratory Care** – We have added all the courses as our courses. Two faculty lines from Great Plains have also been added to the School of Science and Technology. Funding for these two positions will come from the credit hour production then from Great Plains. They will be able to accommodate up to 14 students and the program will be changed from an 18 month to a 1 year program.

- **Medical Technology** – will be deleted for now. Some universities have this program as an option in Biology. This may work for us too.

- **Multimedia Design** – Students will be given a challenge exam which will be available to everyone, not just students taking it through the career tech center.

4. **OSRHE will host a Reverse Transfer workshop on July 30th at UCO from 9:30-3:30; hold the date if you are interested.** The focus will be on Best Practices in Reverse Transfer. VPAA Vanderslice will send out more information as it becomes available.

5. **Discussion of Plans of Study distribution**—VPAA Vanderslice raised the discussion about the best place to put the recently updated 4 year Plans of Study so that the departments and advisors would be able to easily access them. The Registrar’s Office is starting the implementation process for how to get them in Degree Works and the Advising Center already has access to them.

   It was decided that the forms will be put in AggieAccess. Departments can link to the page so that when it is updated in AggieAccess it will automatically be updated on the link. Linda Phillips will also put a link to the plans under Degree Plans on the Registrar page.

6. **Discussion of Chair Retreat**—VPAA Vanderslice mentioned that the focus of the Chair Retreat will be on faculty planning and evaluation. There will also be a review of departmental standards and how it relates to Cameron’s mission and core values. She will look at expectations for self-evaluations, the process, and what the chairs are expected to discuss with each faculty member at the faculty evaluation meeting.

7. **Legislative Session overview**—VPAA Vanderslice thanked the Deans and Directors for their attendance at the recognition ceremony for Senator Don Barrington that was held at Cameron this month.

   Dr. Vanderslice attended a legislative session where Dr. Blake Sonobe encouraged universities to consider collaborative efforts with other universities. Dr. Vanderslice shared that we have a good opportunity to partner with Rogers State University on additional programs. She is working with Richard Beck, the VPAA at RSU, on programs that one university has but the other doesn’t have. They will target low productivity ones for possible collaborations.

   Other topics of concern mentioned at the legislative session were:
   - **Student debt** – there is a push for fewer hours required for degrees—especially in programs where there are unrestricted electives
   - **Increased expectations for Title IX training** was mentioned
   - **House Bill 1823 – Public Schools A-F grading scale**—if we have faculty expertise who can assist with higher ed’s part of this bill, please send this to VPAA Vanderslice.

8. **Early Alert Update for Summer**—Dr. Oty reviewed early alert information with the group. Early alert usage is down right now compared to this time last year. Dr. Kingsley suggested having the Chairs contact adjunct faculty in their departments to remind them about using the Early Alert System. Deans will inform chairs to make the contact.
9. Summer and Fall enrollment update—Dr. Oty reviewed summer and fall information with the group. Summer enrollment is down overall. Only the School of Education and Behavioral Sciences and online enrollment are up.

51 students took advantage of free tuition this summer – if they were previously concurrent at Cameron and graduated high school, they were offered free tuition for the summer.

Fall enrollment is also down overall at this time. Online and Rogers State University enrollment are up.

10. Discussion of summer budgeting and planning for next summer—The Deans will meet with VPAA Vanderslice to review the process used this summer before a decision is made for next summer.

11. Remaining seat report for Summer and Fall—Dr. Oty shared the remaining seat report for summer and fall. She stated that the closer the percentage is to 100%, the Deans should consider offering more sections; the closer it is to 0%, they should consider offering fewer sections.

12. Assessment Plan Update and One Year Assessment Report—Dr. Oty provided a copy of the reports to the group. She asked that if anyone had any edits that they send them to her by the next Council of Deans. She also mentioned that we are required to show HLC that we are using assessment data to make changes. We should focus on this in all areas for the upcoming year.

❖ The meeting adjourned at 3:43 p.m.