Members:

Sullivan
Buckley
Burgess
Dawe
Goode
Harrison
Neale
Soelle
Young

Others Present:
Tony Pokorny

1. Agenda Item 1 - Service Learning and Internships and Externships

Sullivan stated that right now we have a service learning project that has students placed at many different locations with limited supervision. This concerns Sullivan. There may be some potential for liability issues to arise in any activity where students are sent out and do work in the community without proper supervision. Sullivan asked Harrison to talk about some of the things he has done in his area. Harrison distributed the internship guidelines that he uses and talked about the intern program he has and also the program that is being conducted by one of our faculty. Lengthy discussion followed.

2. Agenda Item 2 - Spring 2002 Online Course Development

Sullivan stated that faculty need to start looking at Spring 2002 online course development. We are looking probably at developing about 10 or so courses. Sullivan asked the deans to think about the courses they would like developed. We are interested in getting the AS degree in Business and Criminal Justice online. At the same time, we will need to integrate some general education courses. Short discussion followed.

3. Agenda Item 3 - CU Sponsored Research Handbook

Sullivan reinforced the use of the Sponsored Research Handbook as a guide for processing grants. He stressed that deans need to be involved in any grant proposal that anyone in the school submits and need to sign off on any proposal that comes from any of their professors. The Sponsored Research Handbook lays out the process, the procedures, and everything. Jim McClary has extra copies of this handbook. Deans need to study and follow this. Deans need to know what kind of deals are being cut. Discussion followed.
4. Agenda Item 4 - Rule 29, Page 23, CU Catalog - Changing a grade from "F" or "I" to a "W"

Sullivan read Rule 29 from the catalog. Zoe DuRant has asked him what his philosophy is on a situation she had. She had a student that was either given an F or an I and then the instructor sent in a request to change the grade to a W. He asked the deans if they had any experience with this. Short discussion followed. During the discussion that followed, one of the deans mentioned that he has had one or two in the past year where after the grade appeal process had been completed, the grade was changed to an AW, but this type of change is never done at the instructor level. Another stated that changing an F to a W is never done at the school level. Another response was that it depends on the circumstances. Another stated that the change should go through the grade appeals process.

5. Agenda Item 5 - Excess Inventory and Junky Storerooms

a. Sullivan asked the deans to take a look at their storerooms and be sure they are not accumulating a lot of excess inventory. There is a tendency if there is money left over at the end of the year for people to buy a lot of supplies, hoard them and then the next year buy more supplies and all of a sudden you have a real problem. We need not to do that.

b. Comment was made that there is a need for a place to store records. Records just accumulate and there is no place to store them. Are there any policies on the retention and disposal of different types of records? If there is a way to facilitate removal of old records then a lot of space would be available. Sullivan stated that John Sterling is our Records Control Officer. Short discussion followed.

6. Agenda Item 6 - Center of Excellence in Super Computing

Sullivan stated that the Center of Excellence in Super Computing is something we started, at least on paper, (not the building but the center itself), about 2-1/2 years ago. We were funded by the State Regents to do that but we have not taken it very far. Sullivan plans to move forward on that. Hopefully in the next month or two he will start having meetings.

7. Agenda Item 7 - Lectureship Discussion

Sullivan stated that we should be careful in making long-term commitment for lectureship funds. For example, a department recently expressed their appreciation to a donor in a letter but in the letter they committed to recognizing two students forever or at least as long as the surviving donor is alive. This is where we get ourselves in a box. We need to be careful about things that we are committing to that have a long term impact on commitment of funds. We would like not to commit these lectureship funds in any particular way because that takes all the flexibility away.
8. Agenda Item 8 - Follow-Up on Adjunct Support

   a. Sullivan stated that the subject of adjunct support was discussed in an earlier meeting and asked the deans if they were having any problems in assessing support for adjunct faculty. In years past adjunct faculty have complained that they can't get secretarial support, can't get things copied, have no access to any kind of support facilities, etc. Lengthy discussion followed.

   b. During the above discussion, Goode mentioned that they do not as a rule set up e-mail accounts for adjunct faculty. The problem with e-mail accounts is when they leave, they do not fill out a severance form which means these accounts could go on forever. Goode elaborated on the procedures they have had in effect in the past and at present. Discussion followed.

9. Agenda Item 9 - Scheduled Date for Deans Retreat Phase II

Sullivan is looking at October 2 as the date for phase II of the deans retreat. Let him know if this date is a good date.

10. Other items:

   a. An item for Pokorny - The OCAST organization will be here this afternoon in the Will Rogers room. They will be giving a briefing on the OARS (Oklahoma Applied Research) program and some of our professors will attend that.

   b. Sullivan had been asked a question this morning - a father said that his daughter started a class and was tape recording a lecture and was told that she could not tape record the lecture and that this was university policy. Dr. Sullivan stated that he does not necessarily think it is a university policy. He understands that in the past this has been the call of the instructor unless, of course, it is a handicap accommodation. Reply was that it is the instructor’s call. Sullivan asked Buckley if there is a university policy to furnish him a copy.

COMMENTS

Dawe - No comments.

Neale - No comments.

Buckley - No comments.

Young - Young attended the Oklahoma Council of Library Directors meeting on Thursday. It was interesting that the director of the OSU Library said that the number one challenge facing libraries in Oklahoma is serving distance learners. It was interesting that the director of such a large library has the same challenges that we do.
Farrell - No comments.

Harrison -

  a. Stated that there was an ad in the Sunday paper about a person with the SW Institute for Martial Arts. He says he is an adjunct professor at Cameron University. Harrison would like to go back sometime soon in our discussions and revisit the issue of what an adjunct professor is and see if we can recapture that term as an official title and designation and differentiate them from our part-time instructors. Here is a man who says he is a Cameron professor and nobody seems to know who he is. Short discussion followed.

  b. Sullivan asked if anyone saw the article in the Oklahoman this weekend. Assuming the data is correct, Cameron was the leader in enrollment increase across the state by a considerable amount. Short discussion followed.

Bhattacharya - No comments.

Goode - Mentioned that Ada is having some problems with their H.323 delivery this semester. We have some students that are taking some masters level courses and so far this semester they have not been able to deliver the courses here. The students are aware that it isn’t Cameron’s problem; it is an ECU problem. If anyone hears anything about H.323 delivery, there is a problem but the problem is originating in Ada and doesn’t have anything to do with Cameron. Short discussion followed.

Adjourned 12:01 p.m.
INTERNSHIP GUIDELINES

Course Prerequisites - Varies by Department

Introduction
In order to provide an opportunity for applied experiences in a variety of areas Cameron University has established a program of fieldwork placements with private and public agencies. In this program, students are placed in internship slots for a minimum of one semester. While working at their placement site, students continue with their coursework and other academic activities. The students function as staff-members-in-training at their fieldwork sites. They may provide a variety of services under supervision. Students may also be expected to participate in training sessions, staff meetings, and individual supervision meetings both on-site and on campus.

Amount and Scheduling of Services
Students are expected to work 50 hours throughout the semester for every 1 credit hour which they enroll. A typical 3 credit enrollment would involve the student working 150 hours or 10 hours a week over a 15 week semester at her/his placement site. The times and days the student works are negotiated between the student, the practicum coordinator, and the agency.

Supervision Requirements
Students must be supervised individually or in an on-site fieldwork at least once a week. Students must also meet individually with the internship coordinator throughout the semester and must attend group meetings with other internship students and the internship coordinator.

Cameron Faculty Oversight of the Program
The internship coordinator administers all the outlying internship placements. The coordinator may consult with the faculty, the department chair, and the Dean in proposing students for placements and otherwise administering the internship program throughout the year.

Cameron University has a strong commitment to cooperate with internship placement sites to ensure proper training for students and to ensure that students provide services with the appropriate responsibility and competence. Consequently, the coordinator will meet with the site supervisors at least once each semester, depending upon the type of placement. Additionally, the coordinator is available for consultation on a regular basis.

Contractual Arrangements
An Internship Placement Agreement will be negotiated between the student, agency, and the internship coordinator prior to, or in the beginning of each semester. This document will include details regarding training experiences, supervision arrangements, and other activities with which the student will be involved. This agreement is signed by the student, site supervisor, and the coordinator.

Placement Decision
Cameron University strives to maintain ongoing relationships with fieldwork agencies.
Renewing internship agreements with facilities is helpful in the maintenance of good working relationship, continuing training opportunities for students, and continuity of services to agencies. The training needs of students and the service needs of Lawton, however, encourage exploration and the development of new internship placements. Therefore, new placement sites and specialized arrangements are regularly considered by the coordinator.

Grading Criteria
This is a “satisfactory/unsatisfactory” course. In order to successfully complete this course and obtain a grade of “satisfactory” (S) you must:

1) Complete all hours (150 per class)
2) Maintain a journal which must be provided for review on a timely basis (usually once every two weeks)
3) Meet all placement obligation and duties as agreed in the job description
4) Meet with the class instructor for review of internship experiences on a timely basis (usually once every two weeks)
5) Submit an internship site assessment at the conclusion of your experience
6) Attend class meeting on campus as scheduled by the instructor

Failure to meet all criteria may result in a grade of “unsatisfactory” (U).

Additional Information and Contact Person
Internship site supervisor, administrators, and students who are interested in setting up placement(s) should contact the Associate Provost, Dr. Wade Harrison, at (580)581-2280, Educational Outreach, 2800 W. Gore Blvd., Lawton, OK 73505.