Council of Deans – Minutes

Date: Tuesday, August 3, 2010 Time: 3:00 p.m.
Location: Administration Board Room

Members present:
Buddy Odom, Dean, School of Business
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
Von Underwood, Dean, School of Liberal Arts
Reza Kamali, Dean, School of Science and Technology
Sherry Young, Director, Library Services
Susan Camp, Director, CU-Duncan
Debbie Goode, Director, Information Technology Services
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Linda Phillips, Registrar
Sylvia Burgess, Associate Vice President for Academic Affairs
John McArthur, Vice President for Academic Affairs

Members absent:

Agenda and Notes

1. Approval of Minutes – Tuesday, July 6, 2010 Meeting
   Approved

2. Guest Presentation – Vice President Glen Pinkston
   A review of university printer and photocopiers will start this week. The review will
   include identification of printers and photocopiers as well as usage patterns.

3. Announcements and Information Items

   a. Administrative Withdrawal Policy has been posted with associated forms

   b. Advising Center Update
      Reviewed progress on policy draft
      AVP Burgess raised a concern for student privacy if advising occurs in an open
      environment.

   c. Introduction to University Life (UNIV 1001) Update
      A planning meeting will be held on Thursday, August 12, 2010 at 3:30 p.m. in
      MCC 213. The course enrollment at is currently 220. The only small section
      remaining is for Science and Technology students.

   d. New Faculty Orientation Schedule (Handout – Draft Schedule)

   e. HLC Minimum Expectations (Handout)
Emphasized the Faculty Credentials Requirement - Faculty members possess an academic degree one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process.

f. Course Equivalency Project for 2011-2012
Memos were distributed to the academic deans for curricular review prior to August 26, 2010. These items will be reviewed further at the state CEP meeting in Edmond, Oklahoma on September 23, 2010.

g. Start of Year Talking Points
VPAA McArthur requested input from each dean and director on areas of commendation and concern for each supervisory unit before Friday, August 6, 2010.

4. Discussion Items

a. Midterm grades reporting for Fall 2010 - update (need a faculty or staff member to provide training for faculty per Debbie Goode, mandatory for 0 and 1000 level per Council of Deans on 2/2/10. Need to promote with chairs and Faculty Senate.)

b. Academic Programs – Distance Learning designation for HLC and OSRHE (Handout) (Oty to lead discussion)

c. Aggie Access – Faculty Tab permissions
Discussion of permissions for faculty tab access took place. Concerns were raised about access for Library faculty and administrators with academic review needs such as CU-Duncan, Institutional Research, Assessment, and Accountability, and staff advisors.

d. Academic Festival – Topic selection and planning
A preliminary list of candidate topics was provided.

e. Leadership Internship Pilot Project
   i. Fall 2010 participants will be Carla Guthridge from the Department of Biological Sciences and Greg Herring from the Department of Mathematical Sciences
   ii. Activities will be provided to introduce academic leadership opportunities and responsibilities to include chairing major committees, serving as department chair or dean, serving in academic support roles. Interns will
attend meetings such as the Chamber of Commerce leadership event with the Disney Institute, Council of Chairs, Council of Deans, and other internal and external groups. Each intern will also complete a leadership service project.

iii. Future Plans include a nomination and selection process through the deans and directors. The number of interns each semester who can be successfully supervised while providing a quality experience has yet to be determined.

5. Upcoming Meetings and Events
   a. Council of Deans – 3:00 p.m. on Tuesday, September 7, 2010
   b. Council of Chairs – 3:30 p.m. on Tuesday, September 14, 2010
   c. Festival VII topic suggestions due to VPAA – July 29, 2010
   d. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents
      | Board Meeting Dates | Topics Due | Agenda Items Due | Location       |
      | September 20-21, 2010 | July 27   | August 10       | Tulsa/Claremore|
      | October 27-28, 2010  | September 13 | September 20 | Lawton         |
      | Nov. 30-Dec. 1, 2010 | October 12 | October 19     | Norman         |
      | January 26-27, 2011  |           |               | Norman         |
      | March 22-23, 2011    |           |               | Oklahoma City  |
      | May 12-13, 2011      |           |               | Norman         |
      | June 20-22, 2011     |           |               | Ardmore        |
      | September 19-20, 2011|           |               | Tulsa/Claremore|
      | October 26-27, 2011  |           |               | Lawton         |
      | Nov. 30-Dec. 1, 2011 |           |               | Norman         |

   ii. The Oklahoma State Regents for Higher Education
      1. Thursday, September 9, 2010, 9 a.m.
      2. Thursday, October 21, 2010, 9 a.m.
      3. Thursday, December 2, 2010, 9 a.m.
   e. New Faculty Orientation – August 9 and 10, 2010
   f. General Faculty and Staff Meeting – Wednesday, August 11, 2010 at 10:30 a.m. in the McCasland Ballroom in the McMahon Centennial Complex followed by a university wide luncheon. Arvest breakfast at 9:30 a.m.
   g. NIMS Compliance Training completed by – August 13, 2010
   h. Staffing requests for FY12 due – August 13, 2010
   i. Adjunct Faculty Orientation – August 16, 2010
   j. Spring 2011 Schedule input due to Registrar – September 1, 2010
   k. OSRHE Program Approval Reports due to VPAA – September 21, 2010
   l. Banner Dates
      i. Go Live Dates
         1. Human Resources January 2010 - done
         2. Finance January 2010 - done
         3. Advancement January 2010 - done
         4. Luminis (Aggie Access) February 8, 2010
5. Financial Aid       February - March 2010
6. Student           March 2010 (for Fall 2010)
7. Accounts Receivable  July 2010
8. Data history       August 2010

ii. Chair, faculty, and staff training continues – Fall 2009 through March 2011

m. HLC Self-study and site visit dates
   i. Self-Study draft completed – December 15, 2009
   ii. Dissemination of Self-Study and comment period – February-March, 2010
   iii. Campus contingent attends HLC Annual Meeting – April 2010
   iv. Self-Study Completed—May 1, 2010
   v. Site Visit – November 8 – 10, 2010

n. Oklahoma Research Day at CU on Friday, November 12, 2010
o. Program Reviews due to VPAA – Friday, November 19, 2010

6. New Business

No new business was presented

Meeting adjourned at 5:45 p.m.