Date: Wednesday, January 7, 2015
Location: Administration Boardroom

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

At Approval of Council of Deans Minutes – December 2, 2014 Meeting (Handout) – Approved.

Discussion Items:

1. Minimum Faculty Qualifications—VPAA Vanderslice distributed a draft of the form that will be used to document that the faculty qualifications have been reviewed for faculty that do not have a degree a level above the level at which they teach. She asked the Deans and Directors to provide suggestions for improving the form. The form will be revised and shared with Council of Chairs.

2. IDEA response rates—Dr. Oty provided data on the IDEA response rates for Fall 2014 compared to the previous fall. There has been improvement in response rates for online classes. The response rates for online classes and the mobile pilot were about the same. Dr. Oty stated that some advantages of the mobile version are a reduced workload, reduced resources and response rates can be seen in real time. With the online evaluations, students are emailed a link for each course; whereas, with the mobile evaluations, students receive one link that contains the evaluations for all courses. Course evaluations are only completed for classes that have 7 or more students enrolled.

Dr. Kingsley asked how the faculty notified students to complete evaluations for the mobile version. Dr. Oty responded that some faculty had their students pull out their mobile phones in the classroom and complete the evaluations right there while some asked the students to check their email and fill it out later.

3. Review of online courses with Quality Matters rubric—The Quality Matters rubric is being used for new courses going through approval for online status. VPAA Vanderslice stated that we need to go back and look at classes that have had prior approval to ensure that they meet the standards on the Quality Matters rubric. She asked the Deans to talk to
the department chairs to encourage faculty to begin reviewing their existing courses to ensure the new expectations are met.

Dr. Burgess commented that some faculty have been volunteering to use the rubric to develop their online courses.

4. Access to Fort Sill—VPAA Vanderslice shared the most recent update to the Ft. Sill gate access information which stated that beginning January 19th, every 10th vehicle will be sent to the Visitor’s Center to fill out a form. Additional information will be shared as it is received.

5. Courses with no enrollment and those listed as instructor must be cancelled/corrected by Friday, January 9—VPAA Vanderslice mentioned that it was time to get courses with zero enrollment and courses with the instructor listed as STAFF off the schedule unless there was a valid reason to keep them open. Dean Conley asked about special studies courses that students are typically added to during the first week of classes. Dr. Vanderslice stated that those can be kept open until the add/drop date. She reminded the Deans that January 23rd is the FLAC lock date.

6. The next academic Festival student session will be held March 12 at 3:30pm in the MCC Ballroom. VPAA Vanderslice asked the Deans to ask their Chairs to have faculty encourage students to attend. Some faculty may be able to bring their classes if they can link the material to what they are teaching in their classes. Susan Camp suggested that faculty find things going on in the community that they can link the topics to in order for students to see the relevance. Dr. Kinglsey stated that faculty have to make a more concerted effort to make the topics interesting to students.

7. NSSE Survey Results—Topics looked at during this session included Additional Collegiate Experiences, Enriching Educational Experiences, Institutional Environment, and Civic Engagement. There were many positives mentioned including that student participation in internships is increasing.

Dr. Oty highlighted that the institutional environment referred to whether or not CU faculty emphasized certain things rather than how often students did them.

8. Remaining Seat Report—Data provided by Dr. Oty in the remaining seat report showed that there were still many seats left.

9. Spring 2015 Enrollment Update—Enrollment data provided by Dr. Oty showed that enrollment overall is down more in part time than full time students. Enrollment is also down in concurrent students and down in every other area except for juniors. Enrollment data is pulled on census day which is the 10th business day of classes.

Reminders:


The meeting adjourned at 3:45 p.m.