Council of Deans – Minutes

Date: Tuesday, August 4, 2009          Time: 3:00 p.m.      Location: Admin 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
Susan Camp, Director, CU-Duncan
Debbie Goode, Director, Information Technology Services
Tom Sutherlin, Director, Institutional Research and Assessment
Sherry Young, Director, Library Services
Linda Phillips, Registrar
Sylvia Burgess, Associate Vice President for Academic Affairs
John McArthur, Vice President for Academic Affairs

Members absent:
None

Corresponding Members:
Aubree Helvey, Assistant Vice President for Academic Affairs

Agenda and Notes

1. Approval of Minutes – July 7, 2009 Meeting
   Motion – Debbie Goode
   Second – Ronna Vanderslice
   Approved

2. Library Presentation and Allocation Distribution – Dr. Sherry Young
   Dr. Young provided three handouts – yellow book request card, Campus Participation in
   Collection Development, and Cameron University Library Database List August 2009
   and discussed the items. The latter two handouts follow these minutes.

3. Announcements and Information Items
   a. Start of School Issues
      i. Staffing update
      ii. Enrollment (Currently up about 10% overall and 25% at the Freshman
          level)
      iii. Budget – Please be cautious. Spend within your budget for necessary
          purchases to start the semester but hold on other expenses.
      iv. Areas of concern for start of the year meetings
   b. Bloodborne Pathogen Training – First portion of series mandated by our Health
      and Safety Plan. The training will occur in multiple phases for high, medium, and
      low risk employment categories.
c. Off campus during business hours – sick leave, travel request, or annual leave as appropriate – Please work with the VPAA to determine modified work schedules. For example the night hours and events for the Library and for Liberal Arts may require office time modification.

d. School and Department Newsletters (Update) – In addition to providing a courtesy copy to President Ross and to Community Relations when you make a distribution please send a copy to the University Archives

4. Around the Table

Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
   • Work on the HLC Criterion 3 Team is progressing

Sylvia Burgess, Associate Vice President for Academic Affairs
   • New training procedures for distance education are in the final stages. The new processes will be cleaner and less burdensome for faculty.
   • Workforce programs list has been circulated. New programs have been added such as the MBA.

Tom Sutherlin, Director, Institutional Research and Assessment
   • IDEA Course Evaluation training for new secretaries and other interested parties will commence with second week of the semester
   • The Institutional Assessment Committee will schedule PQIR training for late September through mid October followed by PQIR reviews mid November through the end of the fall semester.
   • Data regarding student credit hour production will be prepared for the academic deans soon
   • The U.S. News and World Report Survey results are due shortly.
   • The preliminary enrollment report for OSRHE will be in a new format this year. The format will provide raw data rather than finished reports. This is a potential source of concern.
   • Banner update – We are in the process of standardizing abbreviations between computer systems and it may cause frustration in some areas. For example, Howell Hall is abbreviated HH, HOW, and HWL in different subsystems.

Von Underwood, Dean, School of Liberal Arts
   • Please contact him regarding potential additions to the CU@SC program for Duncan. The events do not have to be performances but may include workshops and other formats.
   • The first LPO concert this season will be in August
   • The DaVinci Institute will host a "New Renaissance: A Revolution of Creativity and Learning" Creativity Seminar at the University of Central Oklahoma Nigh Center on September 30.

Buddy Odom, Dean, School of Business
   • The move into the new Business Building is progressing. Please come visit.
   • There are some classrooms available

Sherry Young, Director, Library
   • The library is modifying evaluation forms for the faculty and students using their classes.
• The library staff and faculty recently participated in two webcasts. One was on the subjects of copyright and archives and the other addressed Google eBooks.
• Textbooks for the Check it Out books program are arriving in the library.

Reza Kamali, Dean, School of Science and Technology
• Fall 2009 enrollment looks good
• Several late resignations have caused concern for Fall 2009 staffing of classes

Debbie Goode, Director, Information Technology Services
• Dell computers for faculty and staff arrived on campus yesterday. The installation teams will start with high priority installations on August 6. The target completion date for over 200 installations is August 17.

Susan Camp, Director, CU-Duncan
• A new technician for the Duncan campus has been hired to provide ITV and other technical support.
• Enrollment at Duncan is good. The daytime sections are largely full.
• Still looking for adjuncts in some areas

Linda Phillips, Registrar
• The Office of the Registrar is preparing to support late enrollment.
• Extended enrollment will be available on Saturday, August 15 from 11:00 a.m. to 3:00 p.m. and on Monday, August 17 and Tuesday, August 18 from 5:00 to 7:00 p.m.
• Banner work continues. The classroom pilot will be in for early September.

5. Upcoming Meetings and Events
   a. Council of Deans – 3:00 p.m. on Tuesday, September 1, 2009
   c. New Faculty Orientation – August 10 – 11, 2009 – Deans introduce new faculty to President Ross on Monday, August 10, 2009 at 2:30 p.m. in the CETES Conference Center (per revised email from Lani Malcolm that was sent on Thursday, July 30, 2009 at 10:46 a.m.)
   d. Start of the Year Meetings

<table>
<thead>
<tr>
<th>School of Science and Technology</th>
<th>Wednesday, August 12</th>
<th>10:00 a.m.</th>
<th>SC 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Liberal Arts</td>
<td>Wednesday, August 12</td>
<td>1:00 p.m.</td>
<td>McCutcheon</td>
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<tr>
<td>School of Education and Behavioral Sciences</td>
<td>Thursday, August 13</td>
<td>9:00 a.m.</td>
<td>CETES II</td>
</tr>
<tr>
<td>School of Business and University Library</td>
<td>Thursday, August 13</td>
<td>1:00 p.m.</td>
<td>Bus. Auditorium</td>
</tr>
<tr>
<td>General Staff</td>
<td>Thursday, August 13</td>
<td>3:30 p.m.</td>
<td>CETES II</td>
</tr>
<tr>
<td>Faculty and Staff Cook – Out</td>
<td>Monday, August 17</td>
<td>11:30 a.m.</td>
<td>Fitness Center</td>
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</tbody>
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   e. Adjunct Faculty Orientation – Monday, August 17, 2009 starting at 6:00 p.m. in the Wichita Room
   f. Regents Meeting Dates (for curriculum proposal purposes) – Agenda items are typically due at least four weeks in advance of the meeting date
i. The University of Oklahoma Board of Regents
   1. September 17-18  Claremore & Tulsa
   2. November 4-5  Lawton (Business Building Dedication)
   3. December 1-2  Norman
   5. March 24-25, 2010
   6. May 13-14, 2010
   7. June 21-23, 2010
   8. September 13-14, 2010
  10. November 30-December 1, 2010

ii. The Oklahoma State Regents for Higher Education (dates at http://www.okhighered.org/state-system/meeting-dates.shtml)
   1. September 3, 2009
   2. October 22, 2009
   3. December 3, 2009

  g. Banner Dates (Get latest dates at C:\jmcarthur\VPAA\Meetings\ExecutiveCouncil\Banner_HLC_Dates)
     i. Go Live Dates
        1. Student CRP Practice  September 1 – 3, 2009
        2. Human Resources  January 2010
        3. Finance  January 2010
        4. Advancement  January 2010
        5. Luminis  January 2010
        6. Financial Aid  February 2010
        7. Student  March 2010 (for Fall 2010)
        8. Accounts Receivable  July 2010
     ii. Chair, faculty, and staff training commences – Fall 2009 through March 2010

  h. HLC Self-study and site visit dates
     i. Preliminary drafts from Criterion Teams – Due August 15, 2009
     ii. Self-Study draft completed – December 15, 2009
     iii. Dissemination of Self-Study and comment period – February 2010
     iv. Campus contingent attends HLC Annual Meeting – April 2010
     v. Site Visit – November 8 – 10, 2010
     i. Convocation – Morning of Friday, September 25, 2009
     j. Endowed Positions Donor Appreciation Dinner – Tuesday, October 13, 2009
     k. Hackler Teaching Award Reception at CU-Duncan – (Tentatively on Tuesday, November 17, 2009)

6. New Business
   None presented
Meeting Adjourned 4:25 p.m.
Campus Participation in Collection Development

- Faculty members are encouraged to participate in library collection development in order to help meet library and university mission, goals and objectives.
- Electronic and print purchase recommendation forms are available.
- Recommenders can request on-campus delivery of requested items that are purchased.
- The library has a long history of continual improvement with regard to access to scholarly information.
  - This year begins with expanded access to ebooks via NetLibrary and expanded access to scholarly articles via ArticleFirst and Academic Search Premier.

University Mission

Cameron University provides and diverse and dynamic student body access to quality educational opportunities; fosters a student-centered academic environment that combines innovative classroom teaching with experiential learning; prepares students for professional success, responsible citizenship, life-long learning, and meaningful contributions to a rapidly changing world; and is a driving force in the cultural life and economic development of the region.

Library Mission

Cameron University Library's mission is to provide access to scholarly information related to Cameron University programs and Lawton community needs, to facilitate the location, comprehension, mastery, application, and synthesis of that information, and to provide environments conducive to the creation of knowledge.

Library Goal 1

Provide every Cameron University student, faculty, and staff member with the information needed to master course material and complete research projects and assignments.

Goal 1 Objective

Maintain a collection that allows students, faculty, and staff to meet most of their information needs immediately through library supplied materials.
Cameron University Library Database List
August 2009

- Academic Search Premier
- ACS Publications
- AGRICOLA
- Annals of American History Online
- ArticleFirst
- Biological Abstracts
- Biology Digest
- Books in Print
- Business Searching Interface
- Business Source Premier
- Chronicle of Higher Education
- ConsumerReports.org
- Communication & Mass Media
- Complete
- Direction of Trade Statistics
- EBSCO Animals
- ebrary
- eLibrary Elementary
- Encyclopedia Britannica
- ERIC
- Funk & Wagnalls Encyclopedia
- GPO
- GreenFILE
- Health Source: Consumer Edition
- Health Source: Nursing/Academic Edition
- International Financial Statistics
- Issues and Controversies
- JSTOR
- LexisNexis Academic
- LISTA
- MAS Ultra - School Edition
- MasterFILE Premier
- Medline
- Mergent Online
- Middle Search Plus
- Military & Government Collection
- MLA International Bibliography
- Morningstar Investment Research Center
- National Criminal Justice Reference Service Abstracts
- Newspaper Source Plus
- New York Times
- Opposing Viewpoints Resource Center
- Primary Search
- Professional Development Collection
- PsycARTICLES
- PsycINFO
- Psychology: A SAGE Full-Text Collection
- Regional Business News
- Searchasaurus
- Sirs Discoverer
- T O P I C search
- Today's Science
- Valueline
- WilsonSelectPlus
- WorldCat
- WorldCat Dissertations
- World News Digest