Council of Deans – Minutes

Date: Tuesday, June 1, 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
Susan Camp, Director, CU-Duncan
Debbie Goode, Director, Information Technology Services
Vacant, Director, Institutional Research and Assessment
Sherry Young, Director, Library Services
Linda Phillips, Registrar
Aubree Helvey, Assistant Vice President for Academic Affairs
Sylvia Burgess, Associate Vice President for Academic Affairs
John McArthur, Vice President for Academic Affairs

Members absent:
None

Agenda and Notes

1. Approval of Minutes – Tuesday, May 4, 2010 Meeting
   Approved

2. Announcements and Information Items
   a. Budget update
      At this time the budget appropriation is down approximately 3%. Given the state
      of the area economy, this is a very good outcome. Please thank areas legislators
      as you have the opportunity to do so. Summer and Fall 2010 enrollments look
      very sound. We are working toward a largely flat budget for FY11.

   b. Schedule evaluation and planning sessions with Camille Harris for after July 6

   c. Summer 2010 Chair Stipend
      Memos to department chairs regarding a summer chair stipend have been
      distributed. The summer stipend is built on a model of departmental complexity.
      Inputs include student credit hour production, sections offered, and site locations
      with Summer 2009 data. The stipend will be updated annually to reflect the
      previous summer.

   d. Program Review Call
Templates and instructions for Program Review were distributed. Finalized Program Review Reports for the programs listed below are due to the VPAA no later than Friday, November 19, 2010.

The following programs are under the regular OSRHE five year program review cycle for 2010:

<table>
<thead>
<tr>
<th>School</th>
<th>Program Title</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>ACCOUNTING-B ACCTNG</td>
<td>305</td>
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<tr>
<td>Business</td>
<td>BUSINESS - AS</td>
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<tr>
<td>Business</td>
<td>BUSINESS ADMINISTRATION- MBA</td>
<td>630</td>
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<tr>
<td>Business</td>
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<td>320</td>
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<tr>
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<td>BEHAVIORIAL SCIENCES-MS</td>
<td>610</td>
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<tr>
<td>Education and Beh. Sci.</td>
<td>HEALTH PHYSICAL EDUCATION - BS</td>
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<tr>
<td>Education and Beh. Sci.</td>
<td>PSYCHOLOGY BS</td>
<td>165</td>
</tr>
<tr>
<td>Education and Beh. Sci.</td>
<td>READING - M. ED.</td>
<td>680</td>
</tr>
<tr>
<td>Education and Beh. Sci.</td>
<td>READING - M. ED.</td>
<td>620</td>
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<tr>
<td>Liberal Arts</td>
<td>ART - BFA</td>
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<tr>
<td>Science and Technology</td>
<td>AGRICULTURE - BS</td>
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<tr>
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<td>Science and Technology</td>
<td>INFORMATION TECHNOLOGY - AAS</td>
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<td>Science and Technology</td>
<td>MEDICAL TECHNOLOGY - BS</td>
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<td>Science and Technology</td>
<td>PHYSICS - BS</td>
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</tr>
<tr>
<td>Science and Technology</td>
<td>TECHNOLOGY - BS</td>
<td>410</td>
</tr>
</tbody>
</table>

e. Academic Plan Request for Input (Due by July 15, 2010)
   Initial preparation of the annual Academic Plan for the Oklahoma State Regents for Higher Education is commencing. In order to prepare, the deans are asked to provide responses to Part I A, Part II A, and Part II C. Director Goode and AVP Burgess, are requested to provide input on Part I B.


g. Please review the electronic copy of the university undergraduate catalog.
   Lani Malcolm and Julie Duncan have finished an update of the online version of the university undergraduate catalog. Please review for accuracy. Any suggested changes should be supported with documentation of appropriate Regents’ action.

h. Opportunity to participate in Council on Adult Education and Learning – Prior Learning Assessment pilot study
   VP McArthur will send further information to the academic deans and AVP Burgess. The response deadline is June 22, 2010.
i. New instructor lines for FY11 to meet enrollment growth
Due to the growth in first year student enrollment, we will increase the number of
instructors in some areas. Please generate requests to staff (R6) and draft notices
of vacancy for the following positions. Please work with the appropriate
department chairs to determine the availability of office space. The start date for
these positions may be as early as August 9, 2010 for New Faculty Orientation if
the search and screening process moves quickly.

<table>
<thead>
<tr>
<th>Department</th>
<th>Area of Instruction</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Speech</td>
<td>Lawton</td>
</tr>
<tr>
<td>English and Foreign Languages</td>
<td>English Composition</td>
<td>Duncan</td>
</tr>
<tr>
<td>English and Foreign Languages</td>
<td>English Composition</td>
<td>Lawton</td>
</tr>
<tr>
<td>Mathematical Sciences</td>
<td>Service courses</td>
<td>Duncan</td>
</tr>
<tr>
<td>Mathematical Sciences</td>
<td>Service courses</td>
<td>Lawton</td>
</tr>
<tr>
<td>Psychology and Human Ecology</td>
<td>Dean Recommendation</td>
<td>Lawton</td>
</tr>
</tbody>
</table>

It is desirable that the instructors in Duncan have sufficient experience to serve as
the primary academic advisors at the site.

3. Discussion Items

a. Tobacco Free Campus Policy and Communication Plan – policy at
   www.cameron.edu/policies
   The new policy goes into effect in August 2011. We discussed the
   communication plan and potential ways to support students, faculty, and staff
   with the adjustment. Suggestions were made to include a statement on the
   Student Information Sheet and Syllabus Supplement and to consider for-credit
   cessation workshops or related health workshops.

b. University Advising Center
   As part of Plan 2013, Cameron University committed to centralized advisement.
   A pilot project will start this academic year. The probable location is in North
   Shepler in the area formerly occupied by the Campus Brew. Current staff
   advisors will probably be moved into the center. During the summer and fall, the
   academic deans will work with the VPAA to develop appropriate policies and
   procedures for the center and for the transition of students from the center into the
   academic departments. Pilot enrollment will start for Spring 2011 with full usage
   starting with Summer 2011 pre-enrollment.

c. Curriculum Requests Update
   Please pay attention. Don’t be a rubber stamp. Maintain appropriate academic
   standards for the institution. Check hours, formats, and technical details
   particularly as they relate to Regents’ policy. Most Curriculum Committee
   members do not have the familiarity with policy necessary to fulfill this function.
d. Setting of Enrollment and Retention Benchmarks (data available on the intranet and through the OSRHE at http://www.okhighered.org/oeis/ProductivityReport/InvParams.aspx) VPAA McArthur will meet with the academic deans and other interested members of the Council of Deans to establish guidelines for program enrollment and retention benchmarks. The academic departments will establish the actual numerical values early in the Fall 2010 semester.

e. Hiring updates
Status reports from the academic deans on progress toward filling open faculty positions

4. Around the Table

Buddy Odom, Dean, School of Business

• We received notice of a deferral on a decision of our ACBSP reaccreditation reaffirmation. A team will travel to the annual meeting in Los Angeles to address concerns.

Ronna Vanderslice, Dean, School of Education and Behavioral Sciences

• Camp of Champs for special needs children will run next week. Twenty-three CU students are serving as workers to support fifty-nine campers.

Von Underwood, Dean, School of Liberal Arts

• Upcoming concerts: June 10 Kirsten Underwood in St. Andrew's Gala Concert and June 18 Thomas Labe Faculty Recital in the Fine Arts Courtyard
• Quartz Mountain Music Festival in July
• Summer camps in Speech and Art running this summer
• Tori Strecker has been selected as a Fall 2010 Brad Henry International Scholar

Reza Kamali, Dean, School of Science and Technology

• Dean Kamali will serve as Chair of Mathematical Sciences for the upcoming academic year.

Susan Camp, Director, CU-Duncan

• Duncan enrollment remains strong although a few courses have lower enrollment than desired.

Debbie Goode, Director, Information Technology Services

• More computer software updates will occur
• Windows 7 will be distributed over the summer to reduce risk of viruses
• Computer labs will be converted to local user status
• The laboratory technician will be out for knee surgery

Sherry Young, Director, Library Services
• A Kindle eReader with a full textbook is available for demonstrations in the Library.

Sylvia Burgess, Associate Vice President for Academic Affairs
• Online course concerns for some sections using cartridges. Blackboard is aware of the problem and seeking a solution.
• Reminder to use the student worker system for processing, posting, and selection

John McArthur, Vice President for Academic Affairs
• Camille Harris joins the Office of Academic Affairs as Administrative Assistant after the retirement of Yvonne Fooshee.
• The search of a new IRA Director is in progress with interviews scheduled for the week of June 7.

5. Upcoming Meetings and Events
   a. Council of Deans – 3:00 p.m. on Tuesday, July 6, 2010
   b. Council of Chairs – 3:30 p.m. on Tuesday, June 8, 2010
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents
         | Board Meeting Dates       | Topics Due | Agenda Items Due | Location     |
         | June 21-23, 2010 (Retreat) | April 30   | May 7           | Norman       |
         | September 13-14, 2010      | July 27    | August 3        | Tulsa/Claremore |
         | October 27-28, 2010        | September 13 | September 20   | Lawton       |
         | Nov. 30-Dec. 1, 2010       | October 12 | October 19      | Norman       |
      ii. The Oklahoma State Regents for Higher Education
         1. Thursday, June 24, 2010, 9 a.m.
         2. Thursday, September 9, 2010, 9 a.m.
         3. Thursday, October 21, 2010, 9 a.m.
         4. Thursday, December 2, 2010, 9 a.m.
      d. New Faculty Orientation – August 9 and 10, 2010
      e. 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
      f. Banner Dates
         i. Go Live Dates
            1. Human Resources January 2010 - done
            2. Finance January 2010 - done
            3. Advancement January 2010 - done
iv. Self-Study Completed—May 1, 2010

v. Site Visit – November 8 – 10, 2010

6. New Business

No new business was presented

Meeting adjourned at 5:00 p.m.