Council of Deans- Minutes

Date: Wednesday, March 5, 2014  Time: 2:00 p.m.
Location: Administration Board Room

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
Howard Kuchta, Interim 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
Sherry Young, Director, Library Services
Linda Phillips, Registrar
Mandy Husak, Academic Affairs Coordinator
Vinetta Stanton, Educational Project Specialist

Members and Staff Representatives absent:
Debbie Goode, Director, Information Technology Services

Agenda and Notes

- Approval of Council of Deans Minutes – February 5, 2014 Meeting (Handout) – Approved.

- Discussion Items:

  1. Degree Works Update — Comments about Degree Works include there were a few access issues that have been fixed, students love it, it’s not too late to receive training.

  2. Early Alert Data usage and discussion of how the Business office uses the data — If a student doesn’t show up in the first week of class, they should be receiving an early alert. Encourage faculty to use it so that we can identify students who aren’t attending classes.

     The Business Office goes in through Early Alert to verify that students are actually attending classes before granting loans to first-time freshman students. If faculty record absences in Early Alert it will help with that process.

  3. Evaluation of Deans and Department Chairs — The Deans and Directors received their evaluation documents for distribution to their departments.

  4. Teaching and Learning Update — There have been discussions within Top 30 about a pilot interdisciplinary exchange; 12 faculty on Top 30 have volunteered to participate.

     April 18th – tentative date for faculty development session on High Impact Learning.
5. Spring break coverage — Deans and Directors can transfer phones, hang signs on the door to direct people to where they can go for assistance.

A concern was expressed that in a particular building only one person would be working on some of the days.

Another concern was that new employees were receiving handouts which state that they get the entire week off. It is believed that this information is also posted online.

VP Vanderslice stated that the policy is that administrative offices must remain open.

6. Wingspan and staff evaluations — Wingspan is a different process than we’re used to for staff evaluations. There is now a goal setting aspect. Supervisors set a minimum of 3 goals for staff – can write them or come up with them together with the employee.

There is also a self-assessment component which supervisors can require employees to complete.

Some deans and directors stated that summer is an easier time to start the new process since it is a less busy period. VP Vanderslice acknowledged that this is true. She will discuss with HR the purpose of the timing.

7. Discussion of Homecoming Events — Office of Alumni Relations wanted the departments to be more involved with alumni that might attend the Homecoming events. Some departments held various events for alumni including a holding a reception and having an alumni speaker.

The luncheon for the retired faculty at Cameron House was very well-received.

The Golf Cart parade was a good event but some were concerned about the timing of the event.

8. Discussion of Preview Days/School Showcases — most expressed that they like it better than the Saturday event, departments enjoyed the mutual exchange between staff and students, the practical activities engaged the students, departments wished they had more time with the students.

9. Request for initiatives — Items submitted are a heads up for what might come - doesn’t commit you to it. A letter of intent still has to be submitted. VP Vanderslice needs the budget items before the end of the month. Updates can be submitted later on.

   • Highlights:

1. Cameron University’s Speech and Debate team claimed victory at the recent Oklahoma Intercollegiate Forensic Association’s state tournament. Cameron’s team emerged as the tournament champion in Overall Sweepstakes and won the state championship in both the Debate Sweepstakes and the Combined (Debate and Individual Event) Sweepstakes. They defeated opponents from 17 schools.

2. Dean Conley was elected to a position in the national organization, Council on Undergraduate Research (CUR) and will serve a three year term starting July 1, 2014.
Reminders:
1. Please remind Chairs and faculty about the fantastic Merlot materials available and ask that they also distribute the word to students. Membership in Merlot is free.
2. Cameron University Library and Lawton Area Reading Council are sponsoring storytelling sessions for elementary school children. Complete information is at http://www.cameron.edu/media-releases2014/David-Titust

Important Dates:
- Council of Chairs – 2:00 p.m. on Tuesday, March 25, 2014
- Council of Deans – 2:00 p.m. on Wednesday, April 2, 2014
- Regents Meeting Dates (for curriculum proposal purposes)
  ii. The Oklahoma State Regents for Higher Education
      - March 6, 2014
      - April 24, 2014
      - May 30, 2014
      - June 26, 2014
      - September 3-4, 2014
      - October 22-23, 2014
      - November 6, 2014
      - December 3-4, 2014
- March 5, 2014 – Budget Request Summaries due to the Business Office
- March 5, 2014 – 1st 8 week classes end
- March 7, 2014 – 2014 Oklahoma Research Day
- March 7, 2014 – Final grades posted by 4:00 p.m. for 1st 8 week classes
- March 7, 2014 – 2nd 8 week classes begin
- March 7, 2014 – Mid-term grades for 16 week classes posted by 4 p.m.
- March 7 and March 8, 2014 at 7:30 p.m. – Opera workshop entitled “Opera Goes to the Movies” at McCutcheon Recital Hall.
- March 11, 2014 at 7:00 p.m. – Public Awareness Seminar on Human Trafficking sponsored by the Oklahoma Bureau of Narcotics, Cameron University and SWAHEC, and the Comanche County Multidisciplinary Team.
- March 14, 2014 – All adjuncts teaching 2nd 8 weeks (S8 position suffix) and all full-time faculty should be locked by the appropriate Dean/Supervisor and all 2nd 8 week payroll action forms submitted to the Human Resources Department by 5:00 p.m.
- March 14, 2014 – Service Learning Conference in Oklahoma City
- March 15, 2014 – Department chairs schedule a conference with each faculty member to discuss the chair’s appraisal of the faculty member’s performance for that evaluation cycle. Department chair and faculty member sign Appraisal. Chair sends a copy of the Appraisal completed by the faculty member and chair along with the Annual Plan and other documentation (if any) to the Dean.
- March 17-23, 2014 – Spring Break
- March 24, 2014 – Final Reminder for students to complete National Survey of Student Engagement (NSSE). Students who complete survey by April 4 will be entered into a drawing to win one of two iPad Minis.
- March 24, 2014 – Request for Initiatives due
- March 25, 2014 – Enrollment begins
- March 31, 2014 – Commencement and Graduation Fair
- March 31, 2014 – Dean evaluations due to VPAA; Chair evaluations due to Deans
- April 1, 2014 – Wingspan go-live
- April 1, 2014 – Deadline to apply for graduation
- April 8, 2014 – Annual Service Awards Banquet
- April 9, 2014 – Last date to withdraw with an Automatic "W" for 16 week classes
- April 10-11, 2014 – 2014 Scholars Summit at Cameron University in the CETES Conference Center
- April 11, 2014 – Annual CU Interscholastic Contest
- April 11, 2014 – Mid-term grades for 2nd 8 week classes posted by 4:00 p.m.
- April 15, 2014 – Dean returns a copy of brief comments about the completed Annual Academic Performance Review to department chair and each faculty member.
- April 21, 2014 – Deadline to apply for British Studies Program
- April 23, 2014 – Last date to withdraw from a class (with signature) for 16 week classes
- April 23, 2014 – Last date to withdraw with an Automatic “W” for 2nd 8 week classes
- April 30, 2014 – Last date to withdraw from a class with signature for 2nd 8 week classes
- May 2-9, 2014 – Final Exams
- May 9, 2014 – Commencement
- May 13, 2014 – Final Grades posted by 4:00 p.m.
- May 14, 2014 – Performance appraisals due