Date: Tuesday, December 4, 2012
Time: 3:00 p.m.
Location: Administration Board Room

Members and Staff Representatives present:
Terry Conley, Dean, School of Science and Technology
Buddy Odom, Dean, School of Business
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
Von Underwood, Dean, School of Liberal Arts
Sylvia Burgess, Associate Vice President for Academic Affairs
Susan Camp, Director, CU-Duncan
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Linda Phillips, Registrar
John McArthur, Provost
Elizabeth Hall, Assistant to the Provost

Members absent:
Debbie Goode, Director, Information Technology Services
Sherry Young, Director, Library Services

Guests present:
Greg Duncan, Assistant Director, Information Technology Services
Lani Malcolm, Academic Services Coordinator

Agenda and Notes

1. Approval of Council of Deans Minutes – November 6, 2012 Meeting (Handout 1)- Approved as amended.

2. Announcements and Information Items

   a. Calendar Items
      i. Community Holiday Reception at Cameron House
         1. 3:00 to 5:00 p.m., Sunday, December 9, 2012 – Hosts: Burgess, McArthur, Underwood, and Young
         2. 5:30 to 7:30 p.m. on Monday, December 10, 2012 – Hosts: Conley, McArthur, Odom, and Vanderslice
      ii. Faculty and Staff Holiday Reception at Cameron House, 4:00-5:30 p.m., Thursday, December 13, 2012

   b. Adjunct Faculty Workshops - Lani Malcolm, Academic Services Coordinator
      i. Duncan Workshop - Monday, January 7, 2013, 6:00-8:30 p.m. in the Learning Resource Center (returning adjuncts only)
      ii. Lawton Workshop - Tuesday, January 8, 2013, 6:00-8:30 p.m. in the McCasland Ballroom, MCC (new and returning adjuncts)
Ms. Malcolm told the committee that the format of the workshops will be changing a bit. There will be breakout sessions to address the different needs of returning versus new adjuncts. New adjuncts should come to the Lawton workshop. Deans, please have chairs give Academic Enrichment the contact information for adjuncts. Let Ms. Malcolm know if the deans are coming so that she has an accurate head count for dinner. Transportation can be arranged if needed.

Dr. McArthur asked the members that, if they think of other topics that adjuncts should hear, to please let Ms. Malcolm know. Please stress to the adjuncts that there is new material and that attendance is required.

c. Spring 2013 Student Information Sheet and Syllabus Attachment for different course formats posted to the web at [http://www.cameron.edu/academic_affairs](http://www.cameron.edu/academic_affairs) and on AggieAccess

d. Remaining Seats and Course Tracking for Spring 2013 (Handout 2)

Enrollment patterns were discussed. Dr. Oty reminded the group that freshmen numbers have been up at the beginning of the enrollment period because the Academic Advising Center is pre-advising students and enrolling them in courses.

e. CNC Accreditation

Comanche Nation College (CNC) received a letter from the HLC that determined that CNC is a candidate for accreditation. The HLC approved CNC to grant certificates and degrees up to Associates degrees. CNC could start teaching its own college courses as early as next spring.

There was discussion around the table as to how this will affect Cameron students and their financial aid. Dr. Oty told the committee that, for the Fall 2012 semester, there are 229 seats and 159 students enrolled that could be affected if CNC decides to offer its own courses.

3. Discussion Items

a. Staff Classification on Load Reporting - Adjunct versus instructional support staff

Provost McArthur explained that this will be a new distinction to separate between instructors of record and classroom support. Examples of instructional support staff are staff accompanists in music and teacher mentors in Education. These individuals are compensated so they need to be reported on the S6L but they are not “instructors” for load purposes.
b. Interdisciplinary Studies program changes- Sylvia Burgess, Associate Vice President for Academic Affairs

AVP Burgess presented to the committee the approved changes for the Interdisciplinary Studies program. They are as follows:

- Each student must complete at least one course in each approved concentration with Cameron University.
- Capstone courses will be required for both the AS and BS levels beginning Fall 2013.
- An IDS Committee is in the process of being identified, and will serve as an application acceptance group as well as the assessment group. The committee will be in place beginning in Spring 2013.
- Mr. Larsen, Director of the Academic Advising Center, is working with each department to identify a list of courses the departments will accept as satisfying academic requirements for IDS concentrations; any variation to those listed requirements must be approved by the chair of the concentration for which an exception is requested.

AVP Burgess shared the new developments for AY 2013:

- Curriculum is again under revision for the IDS – AS degree to mirror Cameron University General Education requirements for all AS degrees (the current program requirements are very different from the required and approved Gen Ed program, and does not require Fundamentals of Speech, Economics, or specify Math and Science requirements as appropriate.)
- The curriculum is also being revised to provide for a specific number of hours in each concentration. (Total hours are specified, but there is not a minimum specified for the secondary concentration – although the unofficial minimum has been set at 6 for the AS and 9 for the BS).
- The curriculum is further being revised to allow for a student to designate either two or three areas of concentration.
- Pre-Nursing is under revision to conform to CU AS requirements and eliminate courses that are no longer offered, and do not match existing offerings or meet OU pre-baccalaureate of nursing requirements.

c. Cameron University Participation in Joint AASCU/APLU Commitment to the Future Project (Handout 3)

Provost McArthur told the committee about another nation-wide initiative through AASCU called Project Degree Completion. The list of institutions signed on is significant. Included in the handout is a bullet point list of commitments for those institutions signed up and in looking at it, Cameron is already doing many of these things.

d. DaVinci Institute 2013 Fellows Award (Handout 4)
Provost McArthur told the deans that he would like to meet with them following this meeting to discuss Cameron’s nominees.

4. Standing Agenda Items

   a. Assessment Activities Update
      
      i. Update on PQIRs/Assessment- Karla Oty, Director, Institutional Research, Assessment, and Accountability

      Dr. Oty said that the IAC has 57 more roundtables and pre-roundtables to complete. She needs to schedule six more pre-roundtable meetings.

      Provost McArthur told the committee that Dr. Oty had submitted the university’s Annual Student Assessment Report to the Oklahoma State Regents for Higher Education today. Dr. Oty explained that hopefully we will have a better system in place for chairs to enter the number of students who participated in the assessment. The weakest part of our assessment process is where the chairs or faculty are supposed to fill in the summary of what we’ve learned during the assessment period. These summaries are meant for the public to read and the quality of the text needs to reflect that.

      Dr. Oty will email the deans the Executive Summary for the Annual Student Assessment Report.

      ii. Update on ACT CAAP testing for seniors

      Number of Seniors who have completed the CAAP exams as of 12/3/2012
      Critical Thinking = 145
      Writing Essay = 107

      Dr. Oty told the group that we are now going into the four open sessions. She said that some of the chairs appear to be confused as to who can take the test and are giving students incorrect information.

      iii. Program Reviews

      Provost McArthur thanked Dean Conley and Dean Vanderslice. The reports looked good.

   b. Higher Learning Commission Update- Exploration of Criteria and Core Components: Criterion 3, Core Component 3A (Handout)
      
      The institution provides high quality education, wherever and however its offerings are delivered.
ii. Core Component 3.A. The institution’s degree programs are appropriate to higher education.
   1. Courses and programs are current and require levels of performance by students appropriate to the degree or certificate awarded.
   2. The institution articulates and differentiates learning goals for its undergraduate, graduate, post-baccalaureate, post-graduate, and certificate programs.
   3. The institution’s program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).

Provost McArthur took the group through Criterion 3, Core Component 3A of the HLC’s new criteria for accreditation. We will look at a new section each month in order to address the criteria, components, and sub components and to see if we understand, comply and how we demonstrate.

The Course Equivalency Project helps to validate our rigor levels for lower level curriculum.

The committee discussed how Cameron makes sure that its programs are current. We depend on some accrediting bodies, but we depend heavily on our faculty to keep current in their research and within their disciplinary areas.

The members discussed what differentiates stand-alone courses level-wise? Are online and face-to-face courses really the same level? 16 week courses versus intersession courses? What if there is no face-to-face section for a course and if the course can be taken online only? How do you decide how many credit hours that course should be? Currently, Cameron depends quite a lot on faculty consensus to determine level. HLC will probably push all institutions on this issue, so we need to be able to articulate it.

The council also addressed new online courses, the review process and if the approval of an online course expires.

c. Retention and Graduation Rate Project Update

Dr. Oty told the group that IRAA is working on Fall 2010-Fall 2011 retention rates, but the data will probably not be ready until January’s Council of Deans meeting. The tracking group is any student who is a declared major. She said that IRAA might eventually add an advisor column.

Ms. Phillips asked the deans to please let her know who they want to have access to the Advisor Screen so that that person can input advisor names.
Ms. Camp said that there is not a good method for how to show students who are being advised at the Duncan Campus.

Dr. Oty mentioned that the Enrollment Management consultant just left campus and he will be writing a retention goal/plan for Cameron.

d. Early Alert Usage Update (Ask how Deans are encouraging usage.)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Unduplicated Instructors</th>
<th>Total Unduplicated Instructors</th>
<th>Percent of Instructors Using Early Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2011</td>
<td>231</td>
<td>364</td>
<td>63.5%</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>208</td>
<td>355</td>
<td>58.6%</td>
</tr>
<tr>
<td>Summer 2012</td>
<td>73</td>
<td>159</td>
<td>45.9% August 1st, 2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Unduplicated Instructors</th>
<th>Total Unduplicated Instructors</th>
<th>Percent of Instructors Using Early Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2012</td>
<td>261</td>
<td>356</td>
<td>73.3% December 3rd, 2012</td>
</tr>
<tr>
<td>Spring 2013</td>
<td></td>
<td></td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Summer 2013</td>
<td></td>
<td></td>
<td>#DIV/0!</td>
</tr>
</tbody>
</table>

| Unduplicated Fall 2011 - Summer 2012 | 281 | 420 | 66.9% August 1st, 2012 |

Dr. Oty said that the difference in usage numbers appears to be by discipline. There has been a good adoption rate by the Early Alert pilot departments. Faculty Senate has passed a resolution that 100% of faculty will participate in Early Alert.

e. Cameron Guarantee and Institutional Transparency Update

Provost McArthur asked the Council of Deans to please spend some time with Plan 2018 and the Campus Master Plan in order to get familiar with the content and make sure that things happening in our schools and units align with those goals.

f. Legislative Update
Dr. McArthur said that there are many interim studies taking place right now. Oklahoma has decided not to participate in the Medicare and Medicaid incentive program.

g. Around the Table for Announcements

Linda Phillips, Registrar
- We need academic departments to help with testing for Degree Works. Please send 2-4 people who are most familiar with degree plans to attend a one-hour training session. We have had 5-6 departments so far that are helping.

5. Upcoming Meetings and Events
   a. Council of Chairs – 3:30 p.m. on Tuesday, December 11, 2012
   b. Council of Deans – 9:00 a.m. on Tuesday, January 8, 2013
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents

<table>
<thead>
<tr>
<th>Board Meeting Dates</th>
<th>Topics Due</th>
<th>Agenda Items Due</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 6-7, 2012</td>
<td>October 15</td>
<td>October 25</td>
<td>Oklahoma City</td>
</tr>
<tr>
<td>January 24-25, 2013</td>
<td>November 26</td>
<td>December 10</td>
<td>Norman</td>
</tr>
<tr>
<td>March 27-28, 2013</td>
<td>February 27</td>
<td>February 27</td>
<td>Oklahoma City</td>
</tr>
<tr>
<td>May 9-10, 2013</td>
<td>April 11</td>
<td>April 11</td>
<td>Norman</td>
</tr>
<tr>
<td>June 24-26, 2013</td>
<td>May 28</td>
<td>May 28</td>
<td>Ardmore</td>
</tr>
<tr>
<td>September 18-19, 2013</td>
<td>August 21</td>
<td>August 21</td>
<td>Tulsa/Claremore</td>
</tr>
<tr>
<td>October 23-24, 2013</td>
<td>September 25</td>
<td>September 25</td>
<td>Lawton</td>
</tr>
<tr>
<td>December 5-6, 2013</td>
<td>October 31</td>
<td>October 31</td>
<td>Norman</td>
</tr>
</tbody>
</table>

   ii. The Oklahoma State Regents for Higher Education
      1. Thursday, December 6, 2012 - 9 a.m.
   d. Community Holiday Reception at Cameron House
      i. 3:00 to 5:00 p.m., Sunday, December 9, 2012 – Hosts: Burgess, McArthur, Underwood, and Young
      ii. 5:30 to 7:30 p.m. on Monday, December 10, 2012 – Hosts: Conley, McArthur, Odom, and Vanderslice
   e. Faculty and Staff Holiday Reception at Cameron House, 4:00-5:30 p.m., Thursday, December 13, 2012
   f. Adjunct Faculty Workshops
      i. Duncan Workshop- Monday, January 7, 2013, 6:00-8:30 p.m. in the Learning Resource Center (returning adjuncts only)
      ii. Lawton Workshop- Tuesday, January 8, 2013, 6:00-8:30 p.m. in the McCasland Ballroom, MCC (new and returning adjuncts)

6. New Business