Council of Deans
Unapproved Minutes
August 19, 2002

Members:

Sullivan
Buckley
Burgess
Dawe
Goode
Harrison
Neale
Soelle
Young

1. Items from Executive Council.

a. Regarding the stipend process, Sullivan stated that there probably will be an opportunity for the department chairs to tell the faculty members what their stipend will be and then there will be a period of 3-4 days for them to get back to their department chairs and submit a rebuttal if they are not satisfied with it. Discussion followed.

b. On Thursday, August 22, from 3:00-5:00, there will be a retirement reception for John Sterling. It will be in the Will Rogers Room. The presentation of the silver bowl will probably be about 3:15. Short discussion followed.

c. Sullivan raised the question about designation of shelter areas. Many of the deans have had questions about that. Physical Facilities is going to take the lead and if anyone has any thoughts about where they may want to have a safe shelter in their building, send Harold Robinson an e-mail and let him know. Robinson will also have the responsibility of preparing a fire evacuation plan for all buildings. If anyone needs to have their faculty trained in operating fire extinguishers, Robinson will do that. Discussion followed.

d. Sullivan mentioned to Goode that Dr. Dzialo informed him that the printer at One-Stop continually breaks down. Goode replied that the printer is old and the technicians from Oklahoma City have said they cannot get parts. Unfortunately the brand new printer that is in her outer office will not work on that old equipment. Sullivan asked
Goode to check if some of the surplus places downtown might have a printer. Goode said the person in Oklahoma City might have something she could borrow until Blackboard ships one. She will call them.

e. Sullivan stated that when state money is used for printing brochures or other literature that is intended to go off campus, there is a certain statement that always has to be included. If something is printed with Foundation funds the statement is not required. Keith Mitchell is going to give Sullivan a copy of the statement and he will get copies to the deans. Discussion followed.

f. Another thing pointed out this morning was that whenever you have a brochure or document that you are going to put out as public information, and in it you state that, for instance, the College of Education is accredited by NCATE, then you must also show the address of that accrediting organization on the same line. This only applies when accrediting organizations are mentioned.

g. On Wednesday at 11:30, President Ross is meeting with the rural superintendents at the Technology Center. Sullivan asked Neale if she was attending. Neale replied that she usually goes every time but she has not received a notice of that meeting. Sullivan asked her to double check that and if they are having the meeting she should attend and if they are not having the meeting, let him know.

h. Any legal items that we want to have reviewed by the Legal Counsel in Norman need to come through Sullivan who will take them to the President who will send them to the Legal Counsel.

i. Sullivan previously asked that the deans send through him to the President, the names of a couple of people that they would like to have nominated to serve on the Commission on Recruitment and Retention. President Ross would also like to have a paragraph as to why that person would be good and what they would bring to the group. Sullivan stated that the nominee should be someone that will attend the meetings and participate and then have some influence to make things happen. Discussion followed.

2. Agenda Item 1 - C3 Form, Computer Use Policy Agreement for all Adjunct Faculty

(Debbie Goode)

a. Goode mentioned that all adjuncts will need to fill out a C3 form. Many of them now probably do not have a C3 form on file but they will need one for the new software. The form is on the file server under forms, C3. The purpose of this requirement is that they will need to pull their rosters from the new software and they will also need to do their grade entries. They need to complete the form, get the department chair or dean to sign and submit it to Goode.

b. Neale asked Goode if she was going to have a special training session on the new system just for adjuncts. Goode replied that her people will be available for all training sessions but that it will be up to Lorinda to schedule the sessions. Neale mentioned that most of her adjuncts teach night courses because they are employed during the day. Goode stated that maybe they can set up something in the evening or on a day the adjuncts are not teaching or maybe even on a Saturday. They may not need any training - it is pretty simple. Sullivan suggested taping one session and checking the tape out to the adjuncts. Goode said she will also see if they can put something on the web which will be more accessible. Discussion followed.
3. Agenda Item 2 - Draft of Memo on Annual Appraisal Program (HANDOUT)

Sullivan distributed a draft memo on the Annual Appraisal Program. One of the things Sullivan has sensed as he has talked with faculty members and department chairs over the past year, is that the annual appraisal program in some departments is being done just about perfectly. In other departments it is either not being done or it is being done in a way that is not very positive but is something negative. What Sullivan is trying to capture in this memo, without changing the handbook, is just the expectation that it be done and looked upon as a positive experience. He asked the deans to review the memo and give them their feedback on it. Short discussion followed.

4. Agenda Item 3 - Standard Basic Syllabus (Dr. Burgess)

Burgess distributed a proposed basic syllabus and explained the changes she has made from the previous handout. Burgess stated she advocates that we consider, on a university wide basis, going to a standardized type of syllabus, just, if for nothing else, so that we can get into the habit of having something that looks alike yet still allows for individual flexibility. After a very lengthy discussion Sullivan asked that any comments be given to Burgess.

5. Agenda Item 4 - Plagiarism (Dr. Burgess)

a. Burgess distributed several documents. She stated that there seems to be an increasing amount of plagiarism on campus. Some cases have been very unusual and unique and others have been standard and what you would expect and even the upper division and graduate students as well are having some issues with this. At the Phi Kappa Phi Investment Committee she attended, she heard of a web site they swore by and said that every one of their universities that signed on with this had experienced a significant decrease in the amount of academic misconduct. She did a one month free trial that every faculty member can do. The name of the web site is plagiarism.org but the name of the web site that you sign onto for the service is turnitin.com. She did a couple of samples where she took an electronic paper and cut and pasted it into turnitin.com. It will check it against thousands and thousands of data bases and come up with a report. There is a hefty price tag to belong. The e-mail she received from turnitin.com gave a quote - the cost is based on a minimum fee and then $.50 per student. For 5,800 students the annual price is $3,400. This amount for a year includes unlimited use by all faculty on campus with an unlimited number of reports. She has looked at several other sites but this one seems to be the most comprehensive and is certainly the site that the faculty and regional presidents of Phi Kappa Phi recommend. She suggests that we at least consider talking to Faculty Development. They seem to have extra money toward the end of the year. This is certainly something that would be of use to every faculty member on campus and would help to deter academic misconduct which would be an advantage to the students and faculty. Lengthy discussion followed.

b. Another issue Burgess brought up was the disruptive behavior of some students in some classes. After Burgess gave several instances, Goode mentioned that in their high school they had video taped some classes where they were having disruptive students and in one instance when the parents came in to complain about their child's treatment, they ran the tape and those parents sat there with their mouths open and that student never misbehaved again. Lengthy discussion followed.

6. Agenda Item 5 - Discussion of Emergency Procedures (HANDOUT)

Sullivan deferred this item until a future meeting.
COMMENTS

D. Goode - No comments.

Ziegler - No comments.

Dawe - No comments.

Young - No comments.

Neale - No comments.

Soelle - No comments.

Harrison - No comments.

Burgess - No comments.

Adjourned 12:47 p.m.