Council of Deans - Minutes

Date: Wednesday, January 8, 2014
Location: Administration Board Room

Time: 2:00 p.m.

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
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:
Terry Conley, Dean, School of Science and Technology
Debbie Goode, Director, Information Technology Services

Guests present:
Jamie Glover, Associate Vice President for Enrollment Management

Agenda and Notes

❖ Approval of Council of Deans Minutes – December 4, 2013 Meeting (Handout) - Approved.

❖ Discussion Items:

1. Orientation ideas for spring — Jamie Glover visited with the group about some new ideas her office came up with for Spring Preview. Instead of the Saturday Preview Day, Enrollment Management is organizing 4 week day events promoting each specific school. The event will target high school juniors and seniors who will visit the Cameron campus for a half day. 1½ to 2 hours of department time will be required. The departments can decide how they want to showcase their programs during this time. Some ideas mentioned were having current students visit with the potential students, having hands-on activities, etc. The tentative timeline for the event is late February or early March.

2. Alumni Awards — It is difficult to get nominations for some of the Alumni Awards, specifically the Family of the Year Award and the Outstanding Aggie of Tomorrow Award. Jennifer McGrail, Director of Alumni Relations, will reiterate this issue at the Council of Chairs meeting tomorrow.
3. ITV Course Request Process — AVP Burgess shared the new process for ITV course requests that Bill Schemonia and Lisa Restivo created together. This new process will ensure that sections are added and that students get added to the right site. All requests will now begin with Lisa.

4. Enrollment update — Dr. Oty provided an update on enrollment. Enrollment compared to this day last year is down 4%.

5. Remaining Seat Report (Handout) — Dr. Oty provided the remaining seat report to the group. Dr. Kingsley made a plea that the Deans get overload information in FLAC by January 23 so that she will be able to lock them on the 24th.

6. Personnel Request update — VP Vanderslice informed the group that the first round of personnel requests were out for approval.


8. UNIV/Top 30 Update — AVP Kingsley stated that there are still a lot of juniors and seniors being enrolled in UNIV 1001 and 1113 courses which are not required for students that started or were readmitted before summer 2013. Mandy and Linda have figured out how to restrict students from the course if they are a junior or senior. Dr. Kingsley said she realizes that some students may want a study skills class and there is none available for upper division students. Susan Camp suggested offering the class as a workshop that way students are not taking the same class as the freshmen but are still getting the help that they need.

The Top 30 committee is interested in starting an interdisciplinary exchange where faculty from different disciplines pair up and visit each other’s classes. The benefits she foresees are that:
• it is low risk since the people observing would not be the ones deciding tenure and promotion of the faculty member being observed
• it would give faculty an outside perspective since someone from a different discipline may be a better judge of the delivery of the material

Another issue that Dr. Kingsley mentioned was communication between faculty members and students. It was brought to her attention that some faculty do not provide meaningful responses to students; they turn students away, etc. She requested that the Deans have the Chairs talk to their faculty members about dealing with students.

9. Roundtable follow-up/feedback — VP Vanderslice thanked Dr. Oty for overseeing and providing guidance to the departments during the roundtables. She also acknowledged the hard work of the IAC committee. She mentioned that the Deans should encourage programs that need the most help to consider writing for assessment funding to utilize outside consultants.

10. Adjunct training follow-up/feedback — Faculty appreciated the panel presentation and that a meal was provided. Since the training, some adjunct faculty have already
commented on changing their teaching styles. The team is working on making the training available online. Dr. Burgess suggested using Collaborate to accomplish this task.

11. Professional development follow-up/feedback — The length of the training was a concern for some who did not attend. The name of the program (Teaching freshman classes) also deterred some faculty who teach graduate students and so thought that it did not apply to them. Some faculty were fascinated and even shocked in some cases by the data provided. Overall, there was excellent feedback about the content of the presentation and those who presented.

12. Schedule discussions for 2014-2015 — The Staff Advisory Council made a recommendation to the President to consider closing campus for 3 days during spring break since there isn’t much traffic on campus. This change if approved will not apply to spring 2014. A concern was whether staff would have to work 2 days somewhere else to make up for that time. Please let the VPAA know if you receive any recommendations for schedule changes such as dead days and closing campus at certain times.

13. Review of Faculty Awards working group — VP Vanderslice created a working group for faculty awards. The group is looking into adding Instructor to an existing award or creating a separate award specifically for Instructors since a concern was raised that there are very few opportunities to recognize faculty at the Instructor level.

14. Program changes/DegreeWorks — When a program proposes big changes, it must show the transition from one program to the next. When Chairs submit a proposal for changes they will now be required to show in advance what the transition plan will look like.

DegreeWorks will be launched on March 3.

Reminders:

1. Council of Deans Meetings Spring 2014
   February 5, 2014
   March 5, 2014
   April 2, 2014
   May 7, 2014

2. Check that all information in FLAC is accurate before January 24th (excluding 2nd 8 week courses). Check that there’s no STAFF listed and delete 0 classes that will be cancelled. Adjunct load has to be 9 hours or less.

3. Roundtables for Gen Ed will be held in February.

4. CAAP Exam---Faculty were asked to send an email to Jenn Abel (jabel@cameron.edu) with a cc to Dr. Karla Oty letting them know what two dates/times during the testing window of April 14th through April 25th they will be administering each exam.

5. Check for standard class times on enrollment schedules; ensure chairs are within budget for summer; encourage chairs to check historic enrollments for fall planning
Important Dates:

- Council of Chairs – 2:00 p.m. on Thursday, January 9, 2014
- Council of Deans – 2:00 p.m. on Wednesday, February 5, 2014
- Regents Meeting Dates (for curriculum proposal purposes)
  
  ii. The Oklahoma State Regents for Higher Education
  - January 29-30, 2014
  - March 5-6, 2014
  - April 23-24, 2014
  - May 29-30, 2014
  - June 25-26, 2014
  - September 3-4, 2014
  - October 22-23, 2014
  - November 6, 2014
  - December 3-4, 2014

- January 17, 2014 – Program changes/corrections due in WEAVE
- January 17, 2014 – Supplemental summer budget requests due to the VPAA
- January 17, 2014 – Dean-approved departmental tenure, promotion and evaluation standards due.
- January 21, 2014 – Summer and Fall 2013 Enrollment Schedules are due to the Registrar.
- January 21, 2014 – Deadline for CAAP testing in capstone course information to Dr. Oty
- January 24, 2014 – Workshop: Community Safety and Involvement Seminar: Recognizing Depressive and Suicidal Issues-9:00 a.m.-12:15 p.m. in the CETES Conference Room.
- January 24, 2014 – Adjunct lock date for 1st 8 weeks, 12 weeks, 16 weeks, January intersession and any section with an end date during the 1st 8 weeks (F8 and 16 position suffix) should be locked by the appropriate Dean/Supervisor.
- January 24, 2014 – Any courses being taught as overload by a full-time faculty member should be designated as overload (OV position suffix) in FLAC by the appropriate Chair.
- January 24, 2014 – All adjunct and full-time faculty payroll action forms submitted to the Human Resources Department by 5:00 p.m.
- January 27, 2014 – Do not lock any 2nd 8 week courses prior to this date (S8 position suffix). Any 2nd 8 week courses locked prior to this date will be loaded with 1st 8 week and 16 week courses and will no longer be available to adjust in AggieAccess and may result in incorrect payments.
- January 29, 2014 – Abstract Submission Deadline for the 2014 Oklahoma Research Day
- February 3, 2014 – Deadline for the submission of internal grants (Innovative Instructional Grants)
- February 14, 2014 - Recommendations for reappointment and non-reappointment due to VPAA
- March 7, 2014 – 2014 Oklahoma Research Day
- 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.
- April 10-11, 2014 – 2014 Scholars Summit at Cameron University in the CETES Conference Center