Council of Deans–Minutes

Date: Tuesday, April 5, 2011       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
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Sherry Young, Director, Library Services
Linda Phillips, Registrar
Sylvia Burgess, Associate Vice President for Academic Affairs
John McArthur, Vice President for Academic Affairs

Members absent:
None

Agenda and Notes

1. Approval of Council of Deans Minutes–March 1, 2011 Meeting - Approved

2. Announcements and Information Items
   a. Legislative Update
      VPAA McArthur provided a summary of pending legislation that may impact higher education and Cameron University.
   b. Enrollment update
      i. It is still early in the process but enrollment is running slightly ahead compared to last year at this time.
      ii. Seven students have filed Special Requests for an exception to policy on the 24 attempted collegiate hour requirement to remove academic deficiencies.
      iii. The new Academic Advising Center is functioning and appears to be distributing academic services effectively.
      iv. The group briefly discussed new Veteran Affairs requirements limiting soldiers in transition to only day time classes for benefits purposes. Further information is needed.
   c. Retention and Graduation Rate update
      VPAA McArthur reported that departmental action plans are under review for funding consideration.
d. COI update on ACT and college course success (Handout)
   VPAA McArthur provided an update on state level discussions of ACT cut scores
   and placement scores and their use by public institutions for admissions and
   remediation.

e. Spring break coverage after action review
   The members reported that there was very little campus traffic during the week of
   Spring Break with the exception of the Advising Center, ITS, Library, and Office
   of the Registrar. Most offices had fewer than a dozen calls or visits for the entire
   week. VPAA McArthur reminded the group that Spring Break leave is holiday
   leave and not annual leave. The three days of holiday should be used during the
   Spring Break week. The days may be used the week prior or week after if the
   employee is needed by his or her supervisor to be on campus during Spring
   Break. The use of these holiday leave days outside of this three week window
   will require EC level approval. Vice President Glen Pinkston will add clarifying
   language to the announcement memo for 2011–2012 holidays.

f. Revised Course Substitution Form C10 has been posted to include advisor name

g. Standard Course Scheduling Review and Update (Handout)–Comments are
   welcome. We will revise this document for adoption in early July for
   implementation for Spring 2012 scheduling. Please note the addition of 12 week
   course formats.

h. Academic instructional facility review (Handouts–Building Designations and
   Review of Classroom Inventory with electronic version to follow)–Please review
   this list with your chairs and send an electronic revision to VPAA McArthur
   before April 29, 2011. A revised list may be distributed requesting assistance
   with accessibility if we can find a working definition from Dawne Massey for the
   UDS report. Debbie Goode provided a handout with technology locations and
   rotation cycles for inclusion in the report.

i. Call for nominees for Academic Leadership Development Interns for Fall 2011
   (Handout)–up to 4 will be accepted. A handout was provided that may be shared
   with potential candidates. The group discussed service overloads and the
   interpretation of Faculty Handbook language that ‘one course per year’ would be
   interpreted as ‘three credit hours per year’ in order to address Advising Center
   service with other service opportunities.

j. Fall 2011 faculty hiring update and review of the advertisement, interview, and
   hiring process. Please remember that the VPAA must interview all tenure track
   position applicants. During the vacancy in the HR director position, the
   Academic Deans were encourage to review applicant pools for diversity
considerations and to approve all interview candidates before offering a campus interview invitation.

k. Textbook bundling concerns—Associate Vice President Sylvia Burgess (Handout) AVP Burgess pointed out several points of confusion with the bookstore listing of required and recommended course materials. The electronic access codes with respect to purchasing used text materials appear to be of concern. We will present more information on this topic at the next meeting of the Council of Chairs including a review of university textbook policies.

l. Student email service review and options—Director Debbie Goode Director Goode presented pros and cons of moving from CU hosted student email to Google hosted student email.

Pros:
- The student email addresses would remain the same.
- Storage memory for each student would be expanded from 1.5 GBytes to 7 GBytes
- Google provides 24/7/365 technical support
- Google supports the attachment to most mobile devices for email access

Cons:
- Google is not currently ADA compliant
- There are unanswered questions about advertising penetration and spam filtering
- The data will be hosted off site so there will be no Open Records or eDiscovery access to student information

m. Guest visit from Vice President Albert Johnson Jr. to introduce Brigadier General Tom Vandal, the new Commandant of the Field Artillery School at Fort Sill.

n. Around the Table for Announcements

i. John McArthur, VPAA:
   1. Reminded the group that staff performance appraisals should be reviewed by the supervisor of the supervisor prior to discussion with the employee. Please be sure to provide constructive feedback to allow all employees an opportunity to continue to grow and improve.
   2. Update on Internal Audit review of Academic Affairs with notice that Business Continuity Plans are an area of concern

ii. Susan Camp, Director, CU-Duncan announced legislative coffees at the CU-Duncan campus with area elected officials. Student participation is encouraged.

iii. Buddy Odom, Dean, School of Business updated the group on the status of interviews for open positions in the School of Business

iv. Karla Oty, Director, Institutional Research, Assessment, and Accountability provided a WeaveOnline update. Five of seven training
sessions have concluded for academic programs. IAC reviewer training is yet to come. The group was asked to encourage departmental data entry prior to May 10 in order for IAC members to conduct a technical review before the 2011 data entry cycle starts on June 15, 2011. Dr. Young observed that Weave has the capability to be used for budget request development.

v. Sherry Young, Director, Library Services announced the purchase of 4 Kindle readers preloaded with over 100 items. These readers are available for circulation. Additionally, ebook packages from database firms are now linked to allow search of books as well as journals.

vi. Sylvia Burgess, Associate Vice President for Academic Affairs announced that Lisa Restivo would be sending the processes and timelines document reviewed at the last Council of Deans meeting to department chairs to emphasize due dates. Dean Odom and AVP Burgess also mentioned an upcoming curriculum proposal to add Business as a focus area in the Bachelor of Science in Organizational Leadership program.

vii. Von Underwood, Dean, School of Liberal Arts
   1. Whitni Hatfield was recognized at the recent DaVinci Institute banquet as a Martin Scholar.
   2. The CU Theatre performance of Frog and Toad opens soon.

viii. Reza Kamali, Dean, Science and Technology
   1. Computing and Technology Week is going on now with speakers and events.
   2. Agriculture Interscholastics will take place on April 6, 2011.

ix. Debbie Goode, Director, ITS provided a handout of labs on campus with a listing of technology and the renewal and replacement rotation.

3. Upcoming Meetings and Events
   a. Council of Chairs–3:30 p.m. on Tuesday, April 19, 2011 (Note date change)
   b. Council of Deans–3:00 p.m. on Tuesday, May 3, 2011
   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       |
         | January 26-27, 2011  | December 1 | December 8       | Oklahoma City  |
         | March 22-23, 2011    | February 14| February 17      | Norman         |
         | May 12-13, 2011      | March 30   | April 6          | Norman         |
         | June 20-22, 2011     | April 21   |                 | Ardmore         |
         | September 19-20, 2011|            |                 | Tulsa/Claremore|
         | October 26-27, 2011  |            |                 | Lawton          |
         | Nov. 30-Dec. 1, 2011 |            |                 | Norman          |
      ii. The Oklahoma State Regents for Higher Education
         1. Thursday, May 27, 2011, 9 a.m.
         2. Thursday, June 23, 2011, 9 a.m.
         3. Thursday, September 8, 2011, 9 a.m.
         4. Thursday, October 20, 2011, 9 a.m.
         5. Thursday, December 1, 2011, 9 a.m.
d. HLC Annual Meeting – April 9–12, 2011
e. Service Awards Banquet – April 18, 2011 in the MCC Ballroom
f. General Faculty and Staff Meeting – April 27, 2011 at 3:30 p.m. in the MCC Ballroom
g. Fort Sill Graduation – April 28, 2011 at 4:30 p.m. at the Resiliency Training Center
h. Classroom Inventory Review due to VPAA – April 29, 2011
i. Commencement and Graduate Hooding – May 6, 2011
j. Academic Plan input due to VPAA – June 1, 2011

4. New Business

None Presented

Meeting Adjourned at 5:15 p.m.