Date: Tuesday, April 6, 2010  
Time: 3:00 p.m.  
Location: MCC IBC/RMA Executive Board Room  

Members present (Council of Deans):  
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  
Tom Sutherlin, Director, Institutional Research and Assessment  
Sherry Young, Director, Library Services  
Linda Phillips, Registrar  
Aubree Helvey, Assistant Vice President for Academic Affairs  
Sylvia Burgess, Associate Vice President for Academic Affairs  
John McArthur, Vice President for Academic Affairs  

Members absent (Council of Deans):  
None  

Members present (Council of Chairs):  
School of Business:  Dean Oris “Buddy” Odom  
School of Education and Behavioral Sciences:  Dean Ronna Vanderslice  
  Education:  Jennifer Dennis  
  Health and P.E.:  Joel Dering  
  Psychology:  Lawrence Weinstein  
School of Liberal Arts:  Dean Von Underwood  
  Art:  Edna McMillan  
  Communication:  Tony Allison  
  Criminal Justice and Sociology:  Jonathan Odo  
  English and Foreign Languages:  Margery Kingsley  
  History and Government:  Lance Janda  
  Music:  James Lambert  
  Theatre:  Scott Richard Klein  
School of Science and Technology:  Dean Reza Kamali  
  Agriculture:  Leon Fischer  
  Biological Sciences:  Gabriela Adam-Rodwell  
  Computing and Technology:  Johnny Carroll  
  Mathematical Sciences:  Karla Oty  
  Military Science:  Major Rod Boles  
  Multimedia Design:  Don Aguilar  
  Physical Sciences:  Danny McGuire  
  Library:  Director Sherry Young
Agenda and Notes

1. Approval of Minutes – Tuesday, April 6, 2010 Meeting
   
   Approved

2. Announcements and Information Items
   a. Finals Week and Intersession duty coverage (Reminder)

   Email from Registrar for Final Grade Entry will instruct faculty on the use of the appropriate date of last attendance in order to differentiate between attending once and never attending

   b. Follett textbook rental program (Handout)
   c. Administrative Withdrawal (AW) Policy and Form – Available for all university courses in Summer 2010 with appropriate syllabus entry (Handouts)

   How will faculty know when Early Alert Letters are sent?
   Linda Phillips to follow up with how this can be accomplished with Banner.

   d. Student Information Sheet and Syllabus Supplement for Summer and Fall 2010 (forms will be posted at http://www.cameron.edu/academic_affairs/)
   e. Reminder of Summer and Fall 2010 Calendar day moves (i.e. that Tuesday, July 27 is a Monday) (Handout)
   g. SB744 (Mention potential impact on all government agencies outside of K-12)
   h. Update on national trends in academic budgets and employment (Chronicle article handout)
   i. Budget update and planning

   Please develop two scenarios, down 2 % and down 5 % on the entire unit budget. Submit to the appropriate director or dean. Deans and directors should use this information to create recommendations for down 2% and down 5% and submit them to the VPAA. Final due dates are forthcoming from Vice President Pinkston.

   The only variable we can influence academically is enrollment. How can we best address upper division enrollment growth and graduate enrollment growth? AVP
Glover will be providing call lists of previously enrolled/not currently enrolled to you.

Scenarios are likely to involve personnel cuts or the use of open lines. We will meet through the summer to make sure that we are considering the right variables for any model that will be used to determine reductions or eliminations.

Suggestion from the floor that administrators should take a pay cut as a show of good faith to the faculty

3. Discussion Items

   a. Review of pre-enrollment for Summer and Fall 2010
      Discussed the need for upper division and graduate pre-enrollment for Fall 2010 as recent year to date enrollment reports indicate approximate 10% decreases in upper division and graduate enrollment with comparable course offerings.

   b. Faculty assistance with recruiting and retention (Handout Dean and Provost article)
      Opening comments were made for a future discussion about engaging faculty more effectively in the recruitment, advising, and retention process. Suggestion from the floor that advising should be a centralized, staff led activity rather than a faculty activity since it was an unfair burden now that some departments were not provided staff advisors.

   c. Gold Rush - May 1 advisement and enrollment after action
      • Can advising start earlier in the day?
      • Can Aggie Ambassadors notify the departments if no one is coming so the faculty members do not have to stay?
      • Chairs are watching trends of student traffic to departments based on not having a booth for academic departments at browsing fairs
      • Discussion of advising for undeclared majors coordinated by Mandy Husak
      • Discussion of the need for faculty to greet students positively so that the transition from recruiters to enrollment orientation to the department was consistent in tone and personal attention.

   d. Discuss enrollment and Banner
      • Staff access to the Student Information screens in Banner is needed in order to assist chairs. For example, secretaries need to be able to print schedules and rosters.
      • Chairs need assistance with printing rosters (Linda Phillips volunteered to help)
      • Is the mandatory tutoring block in place for Fall 2010?
      • Linda Phillips and Renee Roach have volunteered to assist chairs with using the override system.
4. Upcoming Meetings and Events
   a. Council of Deans – 3:00 p.m. on Tuesday, June 1, 2010
   b. Council of Chairs – 3:30 p.m. on Tuesday, June 8, 2010
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents

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   ii. The Oklahoma State Regents for Higher Education
       1. Thursday, April 22, 2010, 9 a.m.
       2. Friday, May 28, 2010, 1 p.m.
       3. Thursday, June 24, 2010, 9 a.m.
       4. Thursday, September 9, 2010, 9 a.m.
       5. Thursday, October 21, 2010, 9 a.m.
       6. Thursday, December 2, 2010, 9 a.m.

d. Banner Dates
   i. Go Live Dates
      1. Human Resources January 2010 - done
      2. Finance January 2010 - done
      3. Advancement January 2010 - done
      4. Luminis (Aggie Access) February 8, 2010
      5. Financial Aid February - March 2010
      6. Student March 2010 (for Fall 2010)
      7. Accounts Receivable July 2010
   ii. Chair, faculty, and staff training continues – Fall 2009 through March 2010

e. HLC Self-study and site visit dates
   i. Self-Study draft completed – December 15, 2009
   ii. Dissemination of Self-Study and comment period – February-March, 2010
   iii. Campus contingent attends HLC Annual Meeting – April 2010
   iv. Self-Study Completed—May 1, 2010
   v. Site Visit – November 8 – 10, 2010

f. Completed Performance Evaluations due to Human Resources – Friday, April 23, 2010

g. Commencement and Graduate Hooding – Friday, May 7, 2010

5. New Business

No new business was presented

Meeting adjourned at 5:00 p.m.