The meeting was convened at 11:00 am by Provost Lee in Room 140 of the Sciences Complex. Present were Deans Buckley, Burgess, Dawe, Neale and Soelle. Dean Buckley compiled the minutes.

Summer Schedule: The Provost introduced, for discussion purposes only, the idea of restructuring the summer schedule into a series of three week sessions. Under this format, which was highly successful at generating summer enrollments at UW-Whitewater during the Provost’s tenure as Dean, courses could be offered in a single three week session; over two three week sessions (six weeks); or span all three three week sessions (9 weeks). Because the content taught in some disciplines does not lend itself to intensive short term study, this format would allow faculty flexibility in adjusting course length to fit content. All courses offered would require the same number of contact hours required in the current summer session format. Deans were asked to share this idea and solicit input from their faculties.

Halliburton: President Ross and Provost Lee met recently with Mr. Joe Sandy of the Duncan office of Halliburton Energy Services. Halliburton employs a number of professionals with Ph.D.’s in business and science disciplines who have expressed interest in serving as adjunct faculty for Cameron. Halliburton would also be receptive to helping develop service learning projects for Cameron students. The Provost expects to meet, again, in the near future, with Halliburton officials to gather resumes and other appropriate materials for review by Cameron departmental chairs and deans.

Cameron Signature: The deans engaged in an extended discussion about what potentially could be the special imprimatur of a Cameron Education. Cameron, it was noted, is a public university with a small, private school atmosphere. The question to be addressed by the deans over the next few months is: given the advantages of our size, the talents of our faculty and staff and extant resources, what strategic actions can we take to ensure that a Cameron education is a truly unique and high quality academic experience? The deans have been asked to explore this question with their faculties and to compile responses for the Provost.

Faculty Handbook: Over the course of the current academic year, the Provost will be working closely with the Senate’s special committee on the faculty handbook to propose revisions in Cameron’s Faculty Handbook. Some of the revisions are needed to bring our handbook into compliance with the OU, Cameron and Rogers State Regents Policy Handbook which is scheduled to be adopted by the Board at its October meeting. Other revisions will be made to ensure that our Handbook is in compliance with all State Regents policy papers. Still other revisions will focus on improving the clarity of language and overall readability of the Handbook. Because of her training as an attorney and her history of advising Cameron University Presidents, Provosts, Deans and Faculty on a wide range of procedural matters, Dean Burgess will assist the Office of the Provost on this project. Through established channels, faculty will be encouraged to provide input.
December Graduation: Thanks to a policy approved by the President, December graduates will now have a choice of participating in Spring graduation ceremonies in the spring immediately preceding or immediately following the December completion of the degree. Deans were asked to alert faculty and students in their respective schools regarding this policy.

Update on Spring 2004 Schedule: Discussion was held to put the Provost’s mind at ease over whether a sufficient number of sections of critical courses will be available to accommodate Cameron’s very large Fall 2003 Freshman class. Discussion was also held regarding the coordination of scheduling between DHEC and Cameron and the Comanche Nation College and Cameron. In the next few months, the Council of Deans will be working with Associate Provost Kruse to examine other issues related to the scheduling of classes at Cameron.

Lectureship Policy: The deans were given a copy of a policy approved by the President and The Cameron Foundation Board for the distribution of Lectureship funds. This policy, which goes into effect immediately, outlines procedures for establishing endowed lectureships; for fiscal administration and oversight; for developing and submitting proposals to use lectureship funds; and for awarding grants, reporting on project activity and publicizing lectureship funded activities. The timeline for distributing funds, set to go into effect in FY 2004-2005, calls for a request for proposals to be sent out by the Provost’s Office no later than March 1, for proposals to be returned to the office of the Provost by April 1 and award announcements made by May 1. The timeline for the current fiscal year will be different. The Provost will be distributing a call for proposals for this year’s competition in the next few weeks.

Cooperative Agreements: Area Technology Centers have expressed an interest in exploring Cooperative Program Agreements with Cameron. The Provost will be organizing a meeting with administrators at the Technology Centers in the near future. Key Cameron faculty and deans will be invited to the meeting.

New Hires for AY 2004-2005: The Provost has requested data from the deans on proposed new hires for AY 2004-2005 by the end of the week of October 6, 2003. The Provost emphasized that each new hire must be looked at as an opportunity for program development and redirection.

Educational Leadership Program: Deans Neale and Dawe gave a progress report on the development of the Educational Leadership Program affiliated with the newly established Endowed Chair in Leadership made possible by The McCasland Foundation. Meetings about the new program have been held with Cameron’s Department of Education faculty and a survey is about to be sent to area educators to help document the need for the program. The current timeline calls for presenting the program plan to the Graduate Council at its October or November meeting.

Agreement with Tinker: Cameron has received a 10-year contract with Tinker Air Force base for the offering of the MBA Program via ITV and online. Hugh McCrabb from the Regents has suggested including the online AAS degree as well.
Research Day: Faculty from the School of Liberal Arts have submitted 15 abstracts for oral presentations. The deadline for poster presentations is still pending - four abstracts have been submitted so far in that category.

Some discussion was held about the possibility of chartering a bus to carry students and faculty to UCO for the event. The Provost will look into potential funding sources.

CETES: The Provost, along with Dean Burgess, reported on several developments related to the CETES (Center for Emerging Technologies and Entrepreneurial Studies) Center. The search for the Brewczynski Chair in Entrepreneurship is proceeding with the intent of hiring a Scholar of National Stature before the end of the academic year. Plans to renovate the Physical Sciences Building are also progressing. Phase I of this project, the renovation of the Physical Sciences Building, is expected to be completed by December 2005. Phase II involves building a Conference Center to be attached to the Physical Sciences Building. Gary Miller, Cameron’s Director of Economic Development, and Provost Emeritus Don Sullivan are working with the Provost on a proposal to solicit funding for Phase II from The Economic Development Authority. The Provost is working with Dean Burgess to assemble an advisory board to develop a comprehensive operational plan of activities for CETES. This board expects to submit an operational plan to the President for review, modification and approval by no later than the end of the summer of 2004.

FIPSE: The deans were encouraged to speak to their faculties about developing preliminary proposals for the upcoming FIPSE competition. These proposals, which cannot exceed five pages, are due in early November. Dean Dawe will be providing leadership on these proposals.

Graduate Enrollment: Dean Dawe will be working with Tom Sutherlin, Director of Cameron’s Office of Assessment and Institutional Planning, to track enrollment in graduate courses.

Faculty Evaluation: The Provost has asked the deans to work with the chairs to gather as much information as possible - including examples of all forms - about current practices and procedures for evaluating faculty at Cameron University. Improving our methods of faculty evaluation will be one of the key focus areas for the Office of the Provost over the course of the current academic year.

Other Topics:

- Dean Dawe is working to “clean up” non-active grant accounts.
- Vice President Pinkston will attend a future meeting of the Deans to discuss a wide range of routine budgetary issues.

The meeting adjourned at 1:22 p.m.