Council of Deans - Minutes

Date: Tuesday, December 2, 2014

Location: Administration Boardroom

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
Lisa Huffman, 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
Debbie Goode, Director, Information Technology Services
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

Agenda and Notes

Approval of Council of Deans Minutes – November 5, 2014 Meeting (Handout) – Approved.

Discussion Items:

1. NSSE survey results—Topics looked at during this session included Instructors, Academic Advising, and Quality of Relationships. The results of the survey for these three categories were very positive. Cameron’s response rate was higher than the response rate for each of our comparison groups. Some areas that VPAA Vanderslice noted were: the courses were challenging, the instructors tell students about options available for tutoring outside of the classroom, and instructors listen and help students understand rules and policies.

2. Minimum Faculty Qualifications— is an HLC Assumed Practice. Faculty must have a degree one level above or some equivalent experience. VPAA Vanderslice stated that we need to come up with an institutional minimum threshold of experience. Based on information submitted by the department chairs, 3 years experience seems to be acceptable. VPAA Vanderslice confirmed with the Deans that 3 years experience will work. Thus, a person being hired to teach Bachelor’s degree classes will need to have a Master’s degree or 3 years of experience in the field or applicable to the content that they will teach. She also stated that if a person does not meet the institutional minimum threshold, the Dean/Director will be the evaluator to decide whether the person has relevant experience.
3. Initiative update—VPAA Vanderslice informed the Deans and Directors that their initiative update was due December 19th.


5. Improving IDEA response rates—IDEA evaluation response rates are very low. Discussion ensued as to why this may be.

Some concerns noted were:
- The IDEA evaluation forms may be too long, thus deterring students from completing them. Dr. Oty reminded the Deans that the departments can choose either the long version or the short version of the forms.

- Adjuncts are not getting the forms from the departments early. VPAA Vanderslice stated that the chairs can send an email to the adjuncts letting them know when the forms are ready.

- The number of students is left blank for the faculty to fill in; however, administrative assistants are filling in with the original number of students enrolled in the class and may not know about students who have withdrawn from the class. This may be affecting the response rate.

Dr. Oty also reminded the Deans that with the pilot IDEA program, faculty can monitor their own response rates.

6. Listening Session at Ft. Sill on December 9th at 10:00 am—A second effort to stop the downsizing of Ft. Sill. VPAA Vanderslice encouraged the Deans and Directors to attend if they were available and to also bring with them one or two persons from their area.

7. Placement cut scores—AVP Kingsley distributed a handout showing placement in various classes and what other institutions are doing across the state. In a lot of cases, other institutions are using the Compass test which Cameron does not use.

8. Tutoring for D/F students on the ZE hold—AVP Kingsley discussed tutoring options for students at Cameron who have exceeded the 24 collegiate hours and still need remediation. Transfer students fall into that category. She also mentioned that these students should all still be in the Advising Center.

9. Early Alert Data—Dr. Oty provided early alert data which showed that usage was up to 83% overall and over 90% for Top 30 courses. She reminded the Deans that they can look up Early Alert reports under the Faculty Tab in AggieAccess.

10. Remaining Seat Report Update for Spring 2015—Dr. Oty provided data on the remaining seat report. A question was raised about whether it was too early to cancel classes. VPAA Vanderslice stated that if enrollment is extremely low then it is ok to cancel classes now. She reminded the Deans to get the names for classes with the instructor listed as staff.
11. Enrollment Reports for Spring 2015—Enrollment data provided by Dr. Oty showed that enrollment overall is down. Enrollment is currently up in upper division hours, concurrent students, and juniors, but down in all other categories. A few departments have also seen an increase in enrollment.

12. Reminder: Policy Concerning Expiration of General Education Status—VPAA
   Vanderslice gave a reminder about the policy. She also mentioned that we are looking at classes that have not been offered for a long time, that have not made or that have not reported data.


14. Potluck lunch—December 19th at 1:00 p.m. in the Administration Boardroom. Bring your favorite dish!

Reminders:
1. Please notify any faculty wanting to utilize Blackboard to enhance their traditional face-to-face courses in Spring 2015 to request their Blackboard course shells now.
2. Intersession advisement—post signs; leave phone messages in all departmental offices.
3. Community Reception at Cameron House:
   Sunday, December 14 from 2:00 - 4:00 p.m.
   Hosts: Marge Kingsley, Lisa Huffman, Von Underwood
   Monday, December 15 from 5:30 - 7:30 p.m.
   Hosts: John Camey, Terry Conley, Sylvia Burgess, and Sherry Young

5. Remind adjuncts of grade deadline and adjunct workshop. Be sure you have contact information in case of questions.

The meeting adjourned at 3:47 p.m.