Date: Tuesday, May 5, 2009     Time: 3:00 p.m.     Location: Admin 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
Tom Sutherlin, Director, Institutional Research and Assessment
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

Corresponding Members:
Aubree Helvey, Assistant Vice President for Academic Affairs

Agenda and Notes

1. Approval of Minutes – April 7, 2009 Meeting
   Motion – Ronna Vanderslice
   Second – Tom Sutherlin
   Approved

2. Announcements and Information Items
   a. Thank you to department chairs for assistance with enrollment and advising calls on behalf of Associate Vice President Glover. Please provide feedback to VPAA McArthur regarding the accuracy and relevance of the data provided.
   b. Reminder on use of electronic mail (Handout)
      Sherry Young: Can we provide a university digest of common email items such as menus, press releases, sports announcements, etc. in a single message once per day?
   c. Distribution of available data reports (Tom Sutherlin)
      Review the actions and responsibilities of the Data Standards Team as part of the Banner conversion process. Mr. Sutherlin distributed three sets of computer generated reports – Programs Running on UNIX System, Cameron University Reports Generated by ITS (sorted by distribution), and Cameron University Report Summary identifying third party software and shadow systems.
   d. Master Calendar 2009 – 2010 (Memorandum Handout)
      Deans and Directors should provide input to VPAA prior to June 5, 2009. Input from EC members is due to the Office of the President on or before June 8.
   e. Business Building as university space
      The auditorium and interview spaces will be treated in a manner similar to SC100 Goodyear Lecture Hall in the Sciences Complex.
   f. University Catalog
We will have a tight timeline. Please review the portions in your area carefully during the intersession.

g. Course scheduling and Ft. Sill
   Please remember that we are obligated to offer courses in 8 week formats as part of our memorandum of agreement with Ft. Sill. Please strongly consider online courses in this format if you wish to reach a military audience. ReachHigher ORGL courses are also committed to an 8 week format by state agreement.

h. Article “Choosing and Using Textbooks” from the Chronicle of Higher Education
   Academic deans should review the article and if appropriate assure that departments are considering the observation points as part of textbook selection deliberations for Spring 2010.

3. Around the Table
   Tom Sutherlin, Director, Institutional Research and Assessment
   • Reviewed current external data sets – Common Data Set, Unified Data Set, and Student Unified Data Set and discussed the addition of a new financial aid report. Each of these data sets will be used for the Cameron University contribution to the IPEDS reporting. Reporting due dates continue to move earlier in the year from June into February and March.
   • IDEA Evaluations update – accuracy of student email addresses continues to be a challenge and not all students respond favorably to the reminder notices. Please notify Tom Sutherlin prior to starting the evaluation if you have concerns. Once the evaluation for a course is launched, it will run to completion.

   Buddy Odom, Dean, School of Business
   • Moving into the new Business Building has commenced primarily due to pressure from Student Housing to begin renovation of the seventh floor of North Shepler.

   Sylvia Burgess, Associate Vice President for Academic Affairs
   • Megan Carter is resigning effective May 8, 2009. The next Notice of Vacancy will expand the position to include more training and service
   • Online policy revision is on hold

   Reza Kamali, Dean, School of Science and Technology
   • Multimedia Design awards ceremony for a competition hosted by Stanley for 3D programming with GPTC will be held on May 13

   Debbie Goode, Director, Information Technology Services
   • The Blackberry server pieces have arrived and implementation should occur by May 15

   Sherry Young, Director, Library Services
   • A handout of results from the Project SAILS Information Literacy Test for 26 freshmen and 20 upperclassmen was provided. VPAA McArthur suggested that the results might be of interest to the General Education Committee since they are working this summer on objectives and assessment.
   • Dr. Young also shared the results of the Spring 2009 library survey of patrons.

   Linda Phillips, Registrar
   • Typical end of semester issues
Susan Camp, Director, CU-Duncan
- Thank you for support at Duncan – Halliburton advising session. The turnout was not large but several may end up attending Cameron as a result.
- The Department of Education event in Duncan was well attended and well received.

Von Underwood, Dean, School of Liberal Arts
- Speech and Art Camps running this summer
- Can we make it easier for chairs to see which faculty members have already submitted grades in order to assist the Registrar? Discussion ensued but we did not arrive at a solution.

Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
- Student Teacher Recognition and Open Forum at 4:15 on Wednesday, May 6, 2009 in CETES
- June 8 – 11 there will be a camp for students with disabilities at Quartz Mountain. There is an opportunity for volunteers and for credit participation.

4. Discussion Items
   a. VSA
      i. Update
         Tom Sutherlin demonstrated the new version of the College Portrait under VSA including the location of NSSE results from our recent survey. The new server host is ADA compliant.
      ii. Graduation Survey (Tabled)
   b. Online development concerns (Tabled for a further meeting)
      i. Development process
      ii. Validation process
      iii. Compensation
   c. Pandemic Flu planning
      A case in Oklahoma has been confirmed. Please check your emails for further communication. We will use the Care Request system for reporting of students who self-identify as having the flu. Dr. Burgess noted that employees need to notify Personnel if they are out for more than three days in order to trigger FMLA provisions.

5. Upcoming Meetings and Events
   a. Council of Deans – 3:00 p.m. on Tuesday, June 2, 2009
   b. Endowed Lectureship proposals prioritizations due from academic deans – May 5, 2009
   c. Deans Retreat and Quartz Mountain Trip – TBA
   d. Graduate Hooding and Commencement – May 8, 2009
   e. Master Calendar entries due to VPAA – June 5, 2009

6. New Business