Council of Deans – Minutes

Date: Tuesday, January 5, 2010  Time: 3:00 p.m.  Location: Admin Board Room

Members present:
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:
Buddy Odom, Dean, School of Business

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

Agenda and Notes

1. Approval of Minutes – December 1, 2009 Meeting
   Motion – Von Underwood
   Approved as amended with Sutherlin contribution augmented

2. Announcements and Information Items
   a. Regularly Scheduled Activities
      i. Please send your standing appointments and meetings to Yvonne Fooshee
         before Tuesday, January 12, 2010
      ii. Deans please keep Tuesdays at 3:00 free as much as possible
   b. Academic Service Fees – Preview of fee requests (OU Regents and OSRHE
      action pending)
   c. Banner Training during Council of Chairs at 3:00 p.m. on Tuesday, January 12,
      2010 in HH107 with other university directors

3. Discussion Items
   a. Advising and Enrollment during Fall Break and Spring Break (Handout – Draft
      Memo on responsibilities and payment structure) – The draft memo was
      reviewed. VPAA McArthur will make the final changes and distribute.
   b. Letters of Recommendation and FERPA – Draft form for review (Handout of
      draft form) – Discussion ensued with two primary concern
      i. Balance between risk management and effective use of faculty member
         time
ii. Document retention requirements for letters of recommendation (VPAA Note: A quick check of General Records Disposition Schedules for State Universities and Colleges at http://www.odl.state.ok.us/oar/recordsmgt/grds-education.htm did not clarify the issue.) AVP Burgess will review the issues further for presentation at a future meeting.

4. Around the Table
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
- School enrollment report
Susan Camp, Director, CU-Duncan)
- CU-Duncan enrollment report, up over last Spring
- Calls have been made to any student who has not enrolled
- More face to face classes are desired by the students
Von Underwood, Dean, School of Liberal Arts
- Department chairs are responding well to the call lists provided by AVP Glover
Linda Phillips, Registrar
- No report
Tom Sutherlin, Director, Institutional Research and Assessment
- Academic Program Quality Improvement Reports are completed. We have some programs in Adult and Continuing Education which will require focused reviews because of their structure. The dialogue between the members of the Institutional Assessment Committee and the faculty members was constructive. It will be necessary for the IAC to meet with some of the departments to correct shortfalls and to help faculty members better understand their role. It might be helpful for the academic deans to remind the chairs that there is a place to evaluate each faculty member’s contribution to assessment. (faculty review form hand-out)
- PQIR presentations are accessible through the IRA web site. (http://www.cameron.edu/ira/assessmenttools/fall-2009/pqir-presentations)
IAC Administrative reviews have been sent electronically to all deans and department chairs.
- Spring assessment activities will include the presentations for the General Education courses and Student Satisfaction. (calendar hand-out)
- Fall 2009 Course Evaluation (IDEA) results will be distributed during the week of January 18.
- Fall Teaching Load reports will be sent to the deans by February 1, 2010.
- Enrollment Statistics:

<table>
<thead>
<tr>
<th>Fall Productivity:</th>
<th>Fall 2008 57,589 SCHP</th>
<th>Fall 2009 65,182 SCHP</th>
<th>13.18% increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Enrollment:</td>
<td>Fall 2008 5,454</td>
<td>Fall 2009 6,134</td>
<td>12.46% increase</td>
</tr>
</tbody>
</table>

| Spring Productivity: | 55,295 SCHP as of Today for 16.35% increase |
| Spring Enrollment:   | 4,992 for 15.58% as of Today increase |

Reza Kamali, Dean, School of Science and Technology
• Continued concern with inability to reliably identify program majors
• School enrollment report – largest Fall enrollment in the last five years
• Review of Fall to Spring drop rate is underway
Sherry Young, Director, Library Services
  • Compliments on the Duncan High Tea event with Vivian Thomlinson and Susan Camp
Debbie Goode, Director, Information Technology Services
  • Another revision of the computer replacement policy is forthcoming
  • Banner update – HR Payroll and Finance modules are up and running
Sylvia Burgess, Associate Vice President for Academic Affairs
  • The conversion from Blackboard 8.0 to 9.0 has been a significant change. Faculty and staff training opportunities will be available all week.
John McArthur for Buddy Odom, Dean, School of Business
  • ACBSP self-study will be submitted on January 15, 2010
John McArthur, Vice President for Academic Affairs
  • Asked about status of RSU secondary education requests – our NCATE reviews and upcoming HLC visit will require us to move cautiously
  • Request assistance with advertisement and enrollment for Spring 2010 sections of Introduction to University Life (UNIV 1001)
  • The Administrative Withdrawal for lack of attendance is available for developmental courses for Spring 2010 and all courses starting in Summer 2010
  • Reminder that recommendations for the pre-law advisory committee review panel are needed
  • Announced a Fall 2010 pilot of a delayed start 12 week session (Memorandum distributed) In the Fall 2010 semester, we will start a pilot project in English and mathematics developmental courses to address the needs of students who have been incorrectly placed and for students who are not succeeding and need to drop down a course level. We will run a delayed start, twelve week session inside the traditional sixteen week session.

The twelve week courses will start on Thursday, September 16, 2010 and meet for 50 minutes per day, Monday through Thursday, for eleven weeks followed by two meetings during finals week to meet seat time requirements. Enrollment transaction dates for this session will be as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Classes begin</td>
<td>September 16, 2010</td>
</tr>
<tr>
<td>Last day to add</td>
<td>September 22, 2010</td>
</tr>
<tr>
<td>Last day to drop and full refund date</td>
<td>September 24, 2010</td>
</tr>
<tr>
<td>Last day to withdraw with an automatic “W”</td>
<td>November 12, 2010</td>
</tr>
<tr>
<td>Last day to withdraw</td>
<td>December 1, 2010</td>
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This information has been shared with members of the Executive Council since it may have ramifications for Admissions, the Business Office, Financial Aid, and Veterans Affairs. I would appreciate any feedback that you receive.

Thank you for your help with this student retention effort.
5. Upcoming Meetings and Events
   a. Council of Deans – 3:00 p.m. on Tuesday, February 2, 2010
   b. Council of Chairs – 3:00 p.m. on Tuesday, January 12, 2010 in HH107
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents

<table>
<thead>
<tr>
<th>Board Meeting Dates</th>
<th>Topics Due</th>
<th>Agenda Items Due</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>January 27-28, 2010</td>
<td>December 3</td>
<td>December 8</td>
<td>OKC</td>
</tr>
<tr>
<td>March 24-25, 2010</td>
<td>February 9</td>
<td>February 16</td>
<td>Norman</td>
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<tr>
<td>May 13-14, 2010</td>
<td>March 29</td>
<td>April 5</td>
<td>Norman</td>
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<tr>
<td>June 21-23, 2010</td>
<td>April 30</td>
<td>May 7</td>
<td>Norman</td>
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<tr>
<td>September 13-14, 2010</td>
<td>July 27</td>
<td>August 3</td>
<td>Tulsa/Claremore</td>
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<tr>
<td>October 27-28, 2010</td>
<td>September 13</td>
<td>September 20</td>
<td>Lawton</td>
</tr>
<tr>
<td>Nov. 30-Dec. 1, 2010</td>
<td>October 12</td>
<td>October 19</td>
<td>Norman</td>
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   ii. The Oklahoma State Regents for Higher Education
      1. Thursday, January 28, 2010, 9 a.m.
      2. Thursday, March 11, 2010, 1 p.m.
      3. Thursday, April 22, 2010, 9 a.m.
      4. Friday, May 28, 2010, 1 p.m.
      5. Thursday, June 24, 2010, 9 a.m.
      6. Thursday, September 9, 2010, 9 a.m.
      7. Thursday, October 21, 2010, 9 a.m.
      8. Thursday, December 2, 2010, 9 a.m.

   d. Banner Dates
      i. Go Live Dates
         1. Human Resources Jan 2010
         2. Finance Jan 2010
         3. Advancement Jan 2010
         4. Luminis (Aggie Access) Jan 2010
         5. Financial Aid Feb 2010
         6. Student March 2010 (for Fall 2010)
         7. Accounts Receivable July 2010
      ii. Chair, faculty, and staff training commences – 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. DaVinci Fellows initial nominations due to VPAA – January 21, 2010
   g. DaVinci/Martin Scholars nominations due to VPAA – January 28, 2010
   h. Commencement and Graduate Hooding – Friday, May 7, 2010

6. New Business
   No new business was presented
   Meeting Adjourned at 4:30 p.m.