Council of Deans  
Unapproved Minutes  
August 13, 2001

Members:

Sullivan  
Buckley  
Burgess  
Dawe  
Goode  
Harrison  
Neale  
Soelle  
Young

1. Agenda Item 1 - Backup plan for Nance Boyer classrooms.

   a. Sullivan stated that Harold Robinson has assured him that the classrooms in Nance Boyer south will definitely be completed in order to start classes. The faculty offices will not be completed but there are reasonable alternatives for those offices. As a backup for the classrooms, a plan has been developed just in case they are not ready. (Document, Nance Boyer 1072, 1077, 1078, 1079, Possible Moves, was distributed.) Sullivan asked the deans affected to take a look at the handout. He is 99.9% sure the classrooms will be completed, but if on Friday we are told to execute, we will have a plan. If anyone sees anything that just can’t be done, even for a short time, let the Provost Office know.

   b. Soelle asked the status of the Fine Arts Lab. All the hardware has been ordered but the physical part has not been started. Sullivan stated that he was not aware that there was a problem. After a short discussion Sullivan asked Soelle to follow up with Harold Robinson.

2. Agenda Item 2 - Tape on doors.

   Deans were asked to remind faculty not to tape items to doors or walls since it discolors and ruins the surface. Sullivan stated that the faculty have been very good about not taping things to doors but on the second floor in the old nursing area, one professor had stuff taped all over. All the tape has been removed but when it was pulled off, the brand new doors were damaged. Short discussion followed.

3. Sullivan mentioned that the Faculty Handbook should be online this week. He asked if the Council members thought that hard copies of the handbook should be printed or is online adequate. Discussion followed. It was decided that the Library would need two hard copies, two to each department office, and two to each dean’s office. If anyone else wants a hard copy of their own, they can print it off. It will be on the Intranet.
4. Item 3 - Deans Appointments to University Committees.

In the Faculty Handbook there are the appointments to the University Committees that are done by the deans. Information is received from the Student Government Association and from the faculty-wide balloting that was done in the Spring, therefore we know about some who are going to be on those committees. Discussion followed.

5. Item 4 - Advertising in the Chronicle. E-mail from Corlis McPhaul was distributed. Basically it is going to cost more money to advertise in the Chronicle. Sullivan told the group that this might be helpful in thinking through any kind of budgeting they might want to do if they are going to advertise in the Chronicle next year. In the past when there have been several positions open, a larger add to include all the positions has been used. That is a good way to get attention. Discussion followed.

6. Item 5 - Departmental Visits. Sullivan stated that he would like to visit the departments just to see what they are doing, what their objectives are, etc. He asked if any of the deans had any problem with that. Also that the deans are welcome to attend these meetings. If no objections the Provost Office will set up those meetings over this coming semester. Deans voiced no objections.

7. Item 6 - Administrative Support for Adjunct Faculty.

a. Sullivan stated that he has listened to feedback regarding the support adjunct faculty need. Our adjuncts feel they need more support than they are getting. Sullivan has asked Harrison to look into this to see what the systemic problems are and how they might be fixed. If we need to buy more paper in order to support them or we need to have a student worker to run things off, we can get money for that. Sullivan asked the deans to furnish Harrison any ideas about what is needed and how we might be able to solve the problem of providing more support.

b. Harrison stated that there are a number of issues relating to management and best use of our adjunct faculty.

(1) School of Liberal Arts is doing a workshop on this topic on September 13. That will be a good program and perhaps Soelle can share that with other departments so they can see how Liberal Arts manages those people.

(2) Specific issues include things such as office space for those adjunct faculty for office hours if they need them, telephone and e-mail access, and then there needs to be some mechanism for copying tests and other work. Some departments do a good job but some don’t do anything about administrative support for adjunct faculty. The profile for administrative support across campus is jagged. There needs to be a move toward uniformity. Another key issue on administrative support is that it needs to be available between 5:00 p.m. - 8:00 p.m., Monday through Friday. Most adjuncts are on campus in the evenings and on weekends. There needs to be consideration for those people. One possibility is to create an Adjunct Academic Support Center that
might have a copy machine in there, some desks and work space and some computers and telephones and be staffed by a graduate assistant.

(3) Another thing we may need to do is rethink our position on the academic oversight of adjunct faculty. Nobody spots a situation where an adjunct faculty member may be teaching in several departments in several schools and ends up with a load that is beyond reason. Discussion followed.

(4) Last on Harrison’s list is to more formally structure adjunct faculty in their role at the university and to differentiate adjunct faculty as an honorary title as opposed to part time faculty or a teacher that just comes and goes. He would like to reserve the title Adjunct Faculty as an honorary title bestowed upon people who have a history of service to the university, over a period of time, who provide an important role in the department, whose names might be put in an Adjunct Faculty section of the catalog and who may have privileges regarding adjunct faculty status even during semesters when they are not here - they may still have their e-mail addresses, be able to go to the Library and be able to park. We would differentiate those people from part-time instructors. It would add a layer of responsibility and commitment on the part of the adjunct faculty person when they receive by nomination an honorary relationship with the university that is a matter of record.

8. Item 7 - Fort Sill Permits.

Sullivan stated that on the 1st of September, Fort Sill becomes a closed post. That means you can’t get in there without a permit or have a reason for being there. Sullivan has asked Harrison, because he has the largest number of people going out there, to look into this and get the right procedures. Harrison distributed a document, "Guidelines for Faculty Teaching at Fort Sill." He pointed out paragraph 3 which gives the information for faculty members. As for students, they are still working on that and the last report he received, which was just before he came to this meeting, was that they have not determined yet how they are going to manage the student ingress/egress to the base. That should be determined before classes begin. Sullivan mentioned that if anyone has cars that need to be registered, you don’t have to bring in both cars, just take the documents shown on the handout and they will take care of it. Sullivan encouraged each of the members of the council to do this. When registering a car, tell them you are part of the Cameron/Fort Sill Mutual Interest Task Force and have a need to come on the post frequently.

9. Item 8 - Date for Convocation.

For planning purposes, the date that is being looked at for Convocation is Friday, October 26, however, the possibility exists that Convocation could move to another date. (NOTE: Convocation has been scheduled for September 17.)

10. Item 9 - Notification of Promotion and Tenure.
Sullivan stated that there are times when a faculty member who has requested either promotion or tenure, is not recommended for the same. The question is how have we notified them in the past? There is really not a clear, definitive requirement in the Faculty Handbook that says we have to notify them that they weren’t either promoted or granted tenured. When a faculty member comes and asks the status of an action that has been denied, how is that handled? Soelle stated that faculty members receive notifications of approved actions but not those that have been denied. At present the deans receive copies of the letters to faculty indicating approval and receive an e-mail that states that the chairs have not been notified and it is up to the deans to notify the chairs of the actions if they so desire. When the dean sends the message to the chairs telling them who has been promoted or granted tenure, then the dean is also telling the chairs who has not. Lengthy discussion followed. Suggestion was made that this may be a subject that should be discussed during the second half of the retreat - just the general process.

COMMENTS

Goode - Fine Arts equipment and software are on order. Sullivan asked how many copies of Quark Express were ordered. Goode replied that she ended up ordering the software for all the 31 computers that were ordered. Question was asked if the Fine Arts Lab would only be open 9-5 on Mondays through Fridays. Soelle stated that it will be open in the evenings but she is not sure what the evening hours will be. Also they are looking at it being open on Saturdays. Soelle stated that their graphic design classes are full and bursting at the seams. Discussion followed.

Buckley - In the past there have been open positions listed on the departments budget sheets that haven’t been filled, but they are not listed this year. How do departments go about justifying the positions? Sullivan stated that is a good question but he does not have a direct answer right now. His budgeting background in the military and in industry has been a zero based budget which means that just because there was something last year doesn’t mean there will be something this year. It depends on - is your mission load sufficient the justify that position being there. For instance, if Biological Sciences increases their enrollment significantly this year they get a position; if they don’t they don’t get one. Sullivan does not know if that will work in education or not. You put your assets where you need to have your assets as opposed to having something that just sits there. Buckley stated that there are pressing issues other than just enrollment that should be looked at - you have specialty areas and all that. Soelle asked if a position isn’t in this year’s budget should it automatically be assumed that it cannot be retrieved? Sullivan replied - absolutely not. At least part of the equation is going to depend on have we recruited students and have we kept students. That is the basic justification for having faculty. Just because a position is not there doesn’t mean it can’t be there again and just because it was there doesn’t mean it will always be there. Short discussion followed.

Young - Had a question for Goode. The Library has heard that we are being encouraged to move to Windows 2000 and that we need to upgrade our PC’s. Is that true? Goode replied that if there is a need to, yes. New computers are coming in with 2000 but to go out and upgrade from Windows 98 to Windows 2000 - if you don’t have a need to do it, don’t. Windows 2000 is really complicated.
Question was asked about downloading 2000. Goode stated that when 2000 is downloaded, the drivers get messed up. Typically the problem with the downloads is that it is messing up our networking software that is on our PC’s. Goode stated that they will be happy to download things for people if they want some customization done to their computers but they need to call and put in a work order and let ITS do it for them because if they try to do it, it will probably mess up the network and they won’t be able to connect to the network. Keep in mind that those work orders will not have as high a priority as other work orders if something is broken. Discussion followed.

Neale - No comments.

Dawe - Distributed a document, "A Guide to Research Day for Regional Universities." Dawe mentioned that one week in advance of Research Day, the Oklahoma Academy of Science will be here on campus. He is trying to encourage the faculty to have their posters ready a week in advance. Soelle asked if there is any way to present a paper or is it just poster presentations. Dawe replied that he has given that some thought for the Spring events. The problem is that this is a one day event and there are so many participants that is really difficult to schedule oral presentations. Discussion followed.

Soelle -

a. This summer there were a lot of complaints from students about the temperature in the classrooms. Is there a statement we should be making? Students feel that they are paying tuition and they want a comfortable environment in which to learn. She doesn’t know if this is because things are not working very well or if we have raised the temperature in buildings a little bit. The story on campus is that the administration has determined that in order to reduce our utility costs that the thermostats have been raised to at least 74 degrees. After some discussion, Sullivan stated he will check it out.

b. Soelle asked Sullivan if he would be announcing the Festival V coordinator at the meeting on Friday. She has been asked who is going to be coordinating it. Sullivan will see if he can get a decision on it.

c. Soelle asked if there was anything Sullivan would like to share with the deans about possible salary increases. The School of Liberal Arts has already met this morning and this subject came up. She told them she did not have an answer on that right now and that this was something the administration would be looking at in the fall. Is there anything more? Sullivan replied that is exactly correct. The budget this year is extremely tight. He personally feels like we will probably be able to get a raise. He does not know when it might come - hopefully sooner than later. We will be looking at that this week.

Burgess - No comments

Harrison - No comments

Adjourned 11:55 a.m.