Council of Deans - Minutes

Date: Wednesday, May 7, 2014
Location: Administration Board Room

Time: 2:00 p.m.

Members and Staff Representatives present:
Sylvia Burgess, Associate Vice President for Academic Affairs
Marge Kingsley, Assistant Vice President for Academic Affairs
John Camey, Dean, School of Business
Howard Kuchta, Interim Dean, School of Education and Behavioral Sciences
Von Underwood, Dean, School of Liberal Arts
Terry Conley, Dean, School of Science and Technology
Susan Camp, Director, CU-Duncan
Debbie Goode, Director, Information Technology Services
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Sherry Young, Director, Library Services
Linda Phillips, Registrar
Mandy Husak, Academic Affairs Coordinator
Vinetta Stanton, Educational Project Specialist

Members and Staff Representatives absent:
Ronna Vanderslice, Vice President for Academic Affairs

Agenda and Notes

approval of Council of Deans Minutes – April 2, 2014 Meeting (Handout) – Approved.

Discussion Items:

1. Early Alert Data usage — Dr. Oty reemphasized that we need to get faculty to use early alert effectively – alerting students at the beginning of the semester rather than at the end will give students a greater chance of improving their performance.

   Discussion ensued about entering dates of last attendance for students with “F” grades.

2. Payment of Online Compensation — Dr. Burgess shared that the Quality Matters rubric will be used for online courses. We are heading in that direction for next year.

3. Summer Faculty Load — Non-instructional load due to Mandy May 16th.

   FLAC deadlines were sent out. Dr. Oty recommended that the Deans give their Chairs an earlier deadline. For summer everybody has to be entered unlike fall.

4. Summer and Fall Enrollment Information — Dr. Oty provided and explained data concerning summer and fall enrollment. Discussion ensued.

5. Two Year Update for Assessment Report — Update on changes to the Assessment Plan due Tuesday, May 20th.
6. Teaching and Learning Update — Dr. Kingsley reported that an initial draft report was received back from HLC. The amount of data available was reported as a positive. We will go ahead and begin work on a project. There will be a small team going to Chicago to do some initial work.

- Important Dates:
  - Council of Chairs – June, TBD
  - Council of Deans – June, TBD

  ii. Regents Meeting Dates (for curriculum proposal purposes)
    - The Oklahoma State Regents for Higher Education
      - May 30, 2014
      - June 26, 2014
      - September 3-4, 2014
      - October 22-23, 2014
      - November 6, 2014
      - December 3-4, 2014

- May 2-9, 2014 – Final Exams
- May 8, 2014 – Hooding Ceremony at 6:30 p.m. in the Aggie Gym
- May 9, 2014 – Commencement at 7:30 p.m. at the Cameron Stadium
- May 13, 2014 – Final Grades posted by 4:00 p.m.
- May 14, 2014 – Staff performance appraisals due in Wingspan
- May 14, 2014 – Faculty offices close at 5:00 p.m.
- May 16, 2014 – Non-instructional load information for Summer due to Mandy
- May 27, 2014 – Summer 2014 FLAC available for viewing by Chairs and Deans in AggieAccess
- June 6, 2014 – Deadline for Deans to lock FLAC and submit payroll action forms