Council of Deans – Minutes

Date: Tuesday, November 2, 2010   Time: 3:00 p.m.
Location: Administration Board Room

Members present:
Sylvia Burgess, Associate Vice President for Academic Affairs
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
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Sherry Young, Director, Library Services
Linda Phillips, Registrar
John McArthur, Vice President for Academic Affairs

Members absent:
Debbie Goode, Director, Information Technology Services

Agenda and Notes

1. Approval of Council of Deans Minutes – October 5, 2010 Meeting
   Approved

2. Announcements and Information Items

   a. HLC Update (Strongly encourage faculty to attend sessions to which they are invited.)

   b. Advising Center Update
      Review of progress on policy draft. The group discussed midterm grades and the role played for advising. Should we consider using midterm grades in all courses? Should advisors be granted access to midterm grades? Is this a FERPA concern? Should midterm grades in remedial courses be used as prerequisite check for pre-enrollment for the next term?

   c. Change in official building abbreviations (Handout)

   d. Capital budget request forms for FY 11, FY12, and FY13, including the summary forms, are due to the Business Office no later than November 22, 2010. This includes all computer and classroom technology requests.

   e. New Program Requests for Online Distance Learning Programs may be submitted directly to VPAA McArthur. These should arrive no later than Wednesday,
December 15, 2010. Refer to the online program list distributed at the October 5, 2010 meeting of the Council of Deans.

VPAA McArthur will send electronic copies of the OSRHE distance learning program request forms to the deans.

f. Please continue to remind chairs, faculty, and staff of day shifts in December as well as the appropriate use of study days.

g. Teacher Education: merger of NCATE and TEAC into CAEP

h. Office security concerns
   Deans and Directors were notified of “clean desk” practice. A concern has been expressed over sensitive documents including exams left on desks at night.

i. Facility Evacuation Scripts – Status Update

j. Around the Table for Announcements
   i. John McArthur, VPAA: Reminder: Oklahoma Foundation for Excellence call for nominations. Further discussion of the remediation policy and the upcoming enforcement of the 24 hour college level attempted hours rule for students with developmental course needs.
   ii. Sylvia Burgess, AVPAA-ACE: On behalf of Distance Learning Director Lisa Restivo, course copy option in Blackboard has been turned off. If a faculty member needs courses copied, please contact Margot Gregory prior to December 3, 2010.
   iii. Linda Phillips, Registrar: Please submit Fall 2010 grades as early as possible. The turnaround time this year is very short for reporting since offices close on December 21, 2010.
   iv. Von Underwood, Dean, School of Liberal Arts: Announced several upcoming cultural events including Country Jazz Fusion, a four hands recital by Dr. Whang and Dr. Labe, and Dr. Whang’s recognition by Governor Henry for the Arts award this year.

3. Discussion Items

   a. Faculty computer access – Administration privileges and a possible three strikes rule (Debbie Goode)
      Karla Oty presented on behalf of Debbie Goode: Faculty may apply for computer administration privileges in order to load specialty software on their computers. Warnings will be issued for inappropriate behavior. We seek to balance system security with ease of use of computer systems.

   b. Spring 2011 enrollment update including online schedule (Linda Phillips)
      The end of the first 8 week sessions is after the start of the second 8 week sessions for Spring 2011. This is not an error. Friday-Saturday sessions are on a slightly
different schedule than Monday-Thursday sessions. The calendar does not put a student in two places at the same time. Please call the Registrar’s Office for overrides since the computer system does not manage the situation well.

Please encourage chairs to get schedules correct prior to the schedule posting date. Several chairs continue to make significant Spring 2011 schedule modifications requiring Registrar staff time that could be used to enroll students.

c. Disney Institute Follow-Up: Which ideas will we adopt, implement, or pursue?

Further discussion of how CU can adopt or adapt the Disney Institute practices to suit our needs ensued. Several ideas were discussed including looking at student needs in three blocks of time – Entry, Middle Years, and Exit Process. VPAA McArthur asked for other ideas to be sent directly to him.

d. Equitable load distribution and overload compensation – tabled

4. Upcoming Meetings and Events

   a. Council of Chairs – 3:30 p.m. on Tuesday, November 9, 2010 will be in CETES 207 (HOLD FOR HLC)
   b. Council of Deans – 3:00 p.m. on Tuesday, December 7, 2010
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents
         | Board Meeting Dates   | Topics Due | Agenda Items Due | Location       |
         | Nov. 30-Dec. 1, 2010  | October 12 | October 19       | Norman         |
         | January 26-27, 2011   |             |                 | Oklahoma City  |
         | March 22-23, 2011     |             |                 | Norman         |
         | May 12-13, 2011       |             |                 | Norman         |
         | June 20-22, 2011      |             |                 | Ardmore        |
         | September 19-20, 2011 |             |                 | Tulsa/Claremore|
         | October 26-27, 2011   |             |                 | Lawton         |
         | Nov. 30-Dec. 1, 2011  |             |                 | Norman         |
      ii. The Oklahoma State Regents for Higher Education
          1. Thursday, December 2, 2010, 9 a.m.
   d. Aggie Sneak Peak – Saturday, November 6, 2010 (11:00 Browsing Fair)
   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. Oklahoma Research Day at CU on Friday, November 12, 2010
   g. Hackler Reception – Duncan – Tuesday, November 16, 2010
   h. Program Reviews due to VPAA – Friday, November 19, 2010
   i. Capital Budget Requests due to VPBF – Monday, November 22, 2010
j. Holiday events
   i. Lawton Tree Lighting – MCC – 6:00 p.m. on Monday, December 6, 2010
   ii. Duncan Tree Lighting – 6:00 p.m. on Thursday, December 9, 2010
   iii. Holiday Community Receptions at Cameron House – 2:00 p.m. on Sunday, December 12 and 5:30 p.m. on Monday, December 13, 2010. Deans, AVP Burgess, and Director Young should arrange for three to be at each event.
   iv. Faculty and Staff Holiday Reception – MCC – 4:00 p.m. on Thursday, December 16, 2010.


5. New Business

None presented

Meeting adjourned at 4:45 p.m.