Date: Tuesday, September 4, 2012
Location: Administration Board Room

Members and Staff Representatives present:
Buddy Odom, Dean, School of Business
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
Von Underwood, Dean, School of Liberal Arts
Terry Conley, Dean, School of Science and Technology
Sylvia Burgess, Associate Vice President for Academic Affairs
Susan Camp, Director, CU-Duncan
Debbie Goode, Director, Information Technology Services
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Sherry Young, Director, Library Services
John McArthur, Provost

Members absent:
Linda Phillips, Registrar
Elizabeth Hall, Assistant to the Provost

Guests present:
Leadership Development Interns: Dr. Jennifer Dennis, Dr. Mary Dzindolet, Mr. Greg Duncan, and Mr. Mark Washburn

1. Approval of Council of Deans Minutes – August 7, 2012 Meeting - Approved

2. Announcements and Information Items

    Provost McArthur introduced the Fall 2012 Academic Affairs Leadership Development Interns: Dr. Jennifer Dennis, Dr. Mary Dzindolet, Mr. Greg Duncan, and Mr. Mark Washburn.

    Provost McArthur reminded the deans that nominations for student speakers for Convocation were due on or before September 7, 2012.

    Provost McArthur reiterated the importance of meeting deadlines. Recent examples where missed deadlines by members of Council of Deans including recommendations for faculty participation in a Rotary Club exchange and managing Fall 2012 course cancellations for no enrollment.

    a. Fact Book Posted and Distributed - http://www.cameron.edu/ira/factbook

        Information in the Fact Book may be used as an official data source for grants, interviews, and data requests. Please do not use other data sources
that contradict these values. If you find possible errors, please contact Karla Oty.

b. Fall 2012 Review
   i. Enrollment Update – Enrollment is down in all categories with the exception of graduate enrollment
   ii. Academic Summary (Handout)
   iii. Start of School After Action Review

   General Faculty and Staff meeting – please note a persistent institutional concern regarding communication yet several administrators were not present for the meeting on August 9, 2012. This is an important event and all chairs, deans, and directors are expected to attend.

   Computer orders need to be placed much earlier in order for installation in laboratories and offices prior to the start of school. Considerable confusion remains over the maintenance of the four-year PC rotation including the responsibility for listing computers on the annual capital budget requests. Director Goode is assigned the task for revisiting the replacement rotation list and distributing it to the group for review prior to the start of the FY13 Capital Budget Requests.

   Classroom computer equipment did not work on the first day of classes after testing on the previous day. The group discussed who should have responsibility for this testing, ITS or the academic departments. No conclusion was reached.

   The due date for the S6L was too early. A due date prior to the end of the first week of instruction is not conducive to accurate reporting. Provost McArthur will ask Human Resources to investigate the possibility of a September through December pay cycle for adjunct faculty rather than an August through December pay cycle.

   The elevators in the Shepler Center were not on a timer for access. As a result students were unable to use the elevators to get to 8:00 a.m. classes during the first week.

   iv. School and Site headcount and student credit hour overview (Handout)

c. Spring 2013 Planning and Scheduling
   i. Verification of contracted faculty loads – Karla Oty and Mandy Husak

   This project is a precursor to the implementation of a Banner Faculty Load Module. We need to list the expected load for each faculty
member particularly if the load is not 12 semester load hours each term.

ii. Facility review

A review of all academic facilities will be conducted during the Fall 2012 for usage and productivity. One reallocation has already been approved. The 5,202 square foot Rifle Range in the basement of Burch Hall will be converted to more productive academic space. For example, this amount of space could be used to create five 40 to 50 seat classrooms.

The deans have been asked to review the primary scheduling assignment responsibility for each existing classroom and to provide this information to Provost McArthur this week.

3. Standing Agenda Items

a. Assessment Activities Update

The group was reminded about the need to schedule senior level exit testing for writing and critical thinking since we did not meet our required rate of participation in Spring 2012.

There will be a meeting of the Institutional Assessment Committee chaired by Dr. Maxwell Kwenda on September 5, 2012.

The ETS Major Fields Achievement Test order needs to be placed soon. Please ask department chairs to contact Karla Oty with disciplines and headcounts this week. Dean Underwood inquired about the availability of subscores. Dr. Oty replied that subscores were reported based on the number of test participants and that it was not a financial issue.

b. Retention and Graduation Rate Project Update (Handout of news article from the Lawton Constitution on Sunday, August 26, 2012)

Provost McArthur provided an overview of the following retention and graduation rate improvement initiatives:

i. Complete College America
ii. Reverse Transfer update
iii. Top 30 Courses Project
iv. PARCC outreach initiative update (Dean Conley and Dean Underwood)

The deans reported that roundtable meetings for all six feeder schools would be scheduled for Composition and for mathematics in October
with campus follow up visits to each school. A proposed timeline included January faculty meetings and February/March student meetings

v. Peer Tutoring Update
vi. Academic Commons Tutoring Update
vii. UNIV courses – 1001, 1113, and 2001
viii. Spring to Fall Major Tracking will be presented at Council of Chairs (Review program and purposes)

c. Early Alert Usage Update

54% faculty participation to date for the Fall 2012 term

d. Cameron Guarantee and Institutional Transparency Update
   i. Senior capstone courses and ACT-CAAP examinations for Fall 2012
      The group was reminded that all degree programs must have a capstone course in place prior to the start of the Fall 2013 term.
      The group was also reminded about the requirement to find 200 seniors to test in each of writing and critical thinking. This testing requirement is on a three year cycle.
   
i. Plan 2018 has been sent to the printers and will be presented at the September 19, 2012 meeting of the Board of Regents
   
iii. Faculty CV posting update

e. Legislative Update - Lawton Chamber agenda setting meeting
   i. Support programs designed to enhance the number of Oklahoma college graduates and certificate holders in alignment with our state’s workforce needs
   ii. Support tuition-setting authority to be maintained by OSRHE
   iii. Support Oklahoma’s Promise (OHLAP)
   iv. Support efforts to expand STEM education programs at all levels of education
   v. Oppose the allowance of firearms on all Oklahoma education campuses with the exception of authorized law enforcement officers retained by the institutions

f. Around the Table for Announcements

Dean Underwood reported a September 7, 2012 meeting to discuss Social Media from 2:00 to 4:00 p.m. in the Goodyear Lecture Hall in the Sciences Complex. There will be a follow up session on October 5, 2012 with faculty
from the Oklahoma City University. He also mentioned appreciation for the quality of the renovation of the Academic Commons.

Dean Odom reported frustration with the response speed for Open Hire.

Director Goode reminded the group that the 120 day student password change would go into effect soon. She also mentioned the test of the Emergency Communication System scheduled for 2:00 p.m. on September 6, 2012.

Dean Vanderslice reported that all program reports for NCATE have been submitted well in advance of the September 15, 2012 deadline.

4. Upcoming Meetings and Events
   a. Council of Chairs – 3:30 p.m. on Tuesday, September 11, 2012
   b. Council of Deans – 3:00 p.m. on Tuesday, October 2, 2012
   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         |
      |--------------------|-----------|-----------------|-----------------|
      | September 19-20, 2012 | August 13 | August 13       | Lawton          |
      | October 24-25, 2012 | September 18 | September 18  | Tulsa/Claremore |
      | December 6-7, 2012 |           |                 | Oklahoma City   |
      
      ii. The Oklahoma State Regents for Higher Education
      1. Thursday, September 6, 2012 - 9 a.m.
      2. Thursday, October 25, 2012 - 9 a.m.
      3. Thursday, December 6, 2012 - 9 a.m.
   d. Endowed Lectureship AY 12-13 proposals due Thursday, September 6, 2012
   e. Final Endowed Lectureship project reports due Friday, September 7, 2012. Please submit a hard copy to the Office of the Provost with prior review by the appropriate Academic Dean Post Audit Reports due to Provost- Friday, September 7, 2012
   f. Post Audit Reports due to Provost- Friday, September 7, 2012
   g. Low Productivity Program Reports due to Provost- Monday, September 17, 2012
   h. Course Equivalency Project – UCO, Edmond, Oklahoma on Thursday, September 20, 2012
   i. Convocation- Friday, September 28, 2012, 10 a.m.
   j. Five-Year Program Reviews due to Provost- Friday, November 16, 2012
   k. Oklahoma Women in Higher Education Conference- Friday, November 16, 2012 at University of Central Oklahoma in Edmond.

New Business

None presented

Meeting adjourned at 5:05 p.m.