

Council of Deans

Date: Wednesday, May 4, 2016

Time: 2:00 p.m.

Location: Administration Boardroom

❖ Approval of Council of Deans Minutes – April 13, 2016 Meeting (pages 1-2)

❖ Discussion Items:

1. Website Updates—Keith Mitchell
2. Aggie Registration and pre-requisites/ override issues
3. Course rotations-sequence sheets
4. Syllabi review
5. Advertising for Adjuncts
6. Revised Travel Request (page 3)
7. Summer classes and summer budget
8. HLC Commission Policy FDCR.A.10.030 – Institutional Records of Student Complaints (page 4)
9. Enrollment update for Summer and Fall—Dr. Oty (Handout)
10. COD meeting dates for 2016-2017:  
Wednesdays at 2:00 pm in the Administration Boardroom
  - July 6, 2016
  - August 3, 2016
  - September 7, 2016
  - October 5, 2016
  - November 2, 2016
  - December 7, 2016
  - January 4, 2017
  - February 1, 2017
  - March 1, 2017
  - April 5, 2017
  - May 3, 2017
  - June 7, 2017

❖ Reminders:

1. Please remember to follow the Summer FLAC process outlined in the Summer Faculty Load and Compensation Quick Reference Guide. As a reminder, please do not split summer payroll action forms by fiscal year. Only one payroll action form per course is needed for the summer term. Please communicate this information to those that are responsible for preparing payroll action forms.
2. CEP Meeting at UCO on September 22, 2016—Volunteers needed to represent the following disciplines: Accounting, Chemistry, Child Development/Early Childhood Education, Engineering, French, German, HPER/Kinesiology, Mathematics, Physical Science, Psychology, Spanish, and World/Foreign Languages.

❖ Important Dates:

- Council of Chairs – Thursday, May 5, 2016 at 2:00 p.m. in the IBC/RMA Executive Boardroom 204
- Council of Deans – Wednesday, June 8, 2016 at 2:00 p.m. in the Administration Boardroom
- Regents Meeting Dates (for curriculum proposal purposes)

- The University of Oklahoma Board of Regents

| <u>Board Meeting Dates</u> | <u>Topics Due</u> | <u>Drafts Due</u> | <u>Location</u> |
|----------------------------|-------------------|-------------------|-----------------|
| May 12-13, 2016            | March 11          | March 28          | Norman          |
| June 20-22, 2016           | April 28          | May 12            | Norman          |
| September 14-15, 2016      | July 21           | Aug 4             | Tulsa/Claremore |
| October 25-26, 2016        | September 1       | September 15      | Lawton          |
| December 1-2, 2016         | October 6         | October 20        | Norman          |

- The Oklahoma State Regents for Higher Education

- May 26-27, 2016
- June 29-30, 2016
- May 5, 2016 – Council of Chairs at 2:00 p.m. in the IBC/RMA Executive Boardroom
- May 6, 2016 – Hooding Ceremony, 3:00 pm in the Aggie Gym
- May 6, 2016 – Commencement, 7:30 pm in the Cameron Stadium
- May 8, 2016 – Send Dean evaluation of Chairs to VPAA
- May 9, 2016 – Intersession classes begin
- May 10, 2016 – Final Grades posted to AggieAccess by 4:00 p.m. (16, 12, 2<sup>nd</sup> 8 wk classes)
- May 11, 2016 – Faculty offices close
- May 11, 2016 – Quarterly update for planning document due (green font).
- May 13, 2016 – Due date for completing Performance Appraisals in WingSpan
- May 19, 2016 – **Searching for Grant Resources**, 1:00 pm - 3:00 pm at 655 Research Parkway, 3 South Conference Room. Limited to 15 participants. No charge. Bring your own computer. Register by emailing [Lmason@osrhe.edu](mailto:Lmason@osrhe.edu) by May 17.
- May 20, 2016 – **Beginning Grantwriting**, 9:00 am - 4:00 pm at 840 Research Parkway, 450 Conference Room. Limited to 24 participants. No charge. Bring your own computer. Register by emailing [Lmason@osrhe.edu](mailto:Lmason@osrhe.edu) by May 17.
- May 27, 2016 – Intersession classes end
- May 27, 2016 – Summer 2016 FLAC records will be available to view in Aggie Access
- May 31, 2016 – Departmental standards due to VPAA. Use the checksheet provided at the last chair development session to provide comments on standards for each of your areas.
- June 7 & 8, 2016 – **Advanced Grant Proposal Formation** (for faculty, administrators and staff members who are writing a proposal). 9:00 am - 4:00 pm at 840 Research Parkway, 450 Conference Room. Limited to 12 participants. No charge. Bring your own computer and a current proposal draft for editing work. Register by emailing [Lmason@osrhe.edu](mailto:Lmason@osrhe.edu) by June 3.
- June 8, 2016 – All faculty records in FLAC should be locked by the appropriate Dean and all payroll action forms submitted to the Human Resources office
- June 16, 2016 – Council of Chairs at 2:00 p.m. in the IBC/RMA Executive Boardroom
- July 8 & 15, 2016 – Mental Health First Aid Workshop for persons serving military and veterans. Facilitator: Thom Balmer. Location: MCC Ballroom. Cost is \$10 per person with a maximum attendance of 30. RSVP required.
- September 16, 2016 – 9<sup>th</sup> Annual Reading Conference, TBA
- September 22, 2016 – CEP Faculty Meeting at UCO