Council of Deans

Date: Tuesday, February 5, 2013
Location: Administration Board Room

Time: 3:00 p.m.

Members and Staff Representatives present:
Terry Conley, Dean, School of Science and Technology
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
Von Underwood, Dean, School of Liberal Arts
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
Linda Phillips, Registrar
Sherry Young, Director, Library Services
John McArthur, Provost
Elizabeth Hall, Assistant to the Provost

Members absent:
Buddy Odom, Dean, School of Business

Guests present:
Chris Keller, Academic Affairs Leadership Development Intern and Associate Professor, Department of Communication
Maxwell Kwenda, Academic Affairs Leadership Development Intern and Associate Professor, Department of Criminal Justice and Sociology

Agenda and Notes

1. Approval of Council of Deans Minutes – January 8, 2013 Meeting (Handout 1) - Approved as amended.

2. Announcements and Information Items
   a. Introduction of guests – Academic Affairs Leadership Interns for Spring 2013 - Dr. Chris Keller and Dr. Maxwell Kwenda
   b. Nominations for the Fall 2013 Academic Affairs Leadership Development Internship program are due to Brandy Shaw-Brown by Friday, April 12, 2013. (Handout 2)
   c. Dr. Vincent Tinto campus visit- Thursday, March 28
      7:00- 7:50 a.m. - Breakfast
      8:00- 8:50 a.m. – Campus walking tour
      9:00- 9:50 a.m. – Student Services
      10:00- 10:50 a.m.- Action Commission on Student Retention
Provost McArthur mentioned that Dr. Tinto will be the keynote speaker at the Transformative Learning conference at UCO in Edmond. Dr. Tinto is well known for his work in the areas of persistence and retention. He is also well published in academic advising and student services circles.

d. 2013-2015 undergraduate catalog is under review
   i. Curriculum Committee (CC) meets on Thursday, February 7 and Thursday, March 7
      1. For items that need only Curriculum Committee considerations:
         a. Items to be reviewed at the February Curriculum Committee meeting were due to Mandy Husak by Friday, February 1.
         b. Items to be reviewed at the March Curriculum Committee meeting are due to Mandy no later than Friday, March 1.
   ii. General Education Committee (GEC)- Friday, February 8 and Friday, March 8
   iii. Teacher Education Committee (TEC)- Monday, February 25

The Provost reviewed the deadlines in the context of providing input for the next undergraduate catalog. The online version of the catalog will continue to be kept current with OSRHE approved programs.

Dr. McArthur asked the group for input and preferences on maintaining separate undergraduate and graduate catalogs or merging them. If Cameron did that, then we would just merge the academic regulations section, but then have a list that applies only to graduate programs. Dr. McArthur told the group that any changes would not go into effect until after the 2013-2015 cycle, so please take some time to think about it. He also asked Dean Vanderslice to broach the topic with Graduate Council. The group was asked to review the full list of Academic Regulations in the Undergraduate Catalog for accuracy since so many policy changes had been made in the previous two years.

3. Discussion Items

   a. Guest Host Needed for Council of Chairs next Tuesday, February 12.

Dean Conley agreed to host next week’s Council of Chairs on behalf of the Provost.
b. Faculty Load Review- Spring 2013 (Handout for each dean)

Dr. Oty provided the deans with a list of faculty with under and over loads. She asked the deans to correct the S6L entries with written explanation for each faculty member not meeting load by Feb. 11, 2013 with a copy to the Provost. Dr. Oty offered to help look at the S6Ls to identify any problems.

The group discussed possible changes to our relationship with Comanche Nation College as they continue through the accreditation process.

c. Communication of Midterm Grades to Students - Linda Phillips, Registrar

Linda Phillips, Registrar, and JR Larsen, Director of the Academic Advising Center have created a process for identifying and contacting students about midterm grades. They will email students once midterm grading is open and tell them they can check their grades in AggieAccess. A statement can be added for at-risk students to let them know that, based on their midterm grades, there is a great likelihood that they will have to take UNIV 2001. The statement would give information about UNIV 2001.

Dr. Oty asked if there was any consideration to giving midterm grades to 8 week courses. The Provost said that he will suggest that the Top 30 Courses Project Committee consider the topic and make a recommendation. He also added that it probably would not be feasible for technology reasons to use midterm grades for shorter format courses.

The Provost relayed to the council that we sent probationary notices to at-risk students in December 2012. In this probationary notice, we added a note that the student must see an advisor by January 8, or else the student would be dropped from all courses. More students returned than were expected. The language change could be part of the reason.

d. Midyear Budget Update

The Provost told the committee that enrollment is down 5% for the spring. We will meet our revenue projections for budget but please exercise fiscal restraint for the remainder of the year. Similarly, we do not anticipate funding a large capital program this year.

e. Spring 2013 Academic Summary (Handout 3)

The committee reviewed the Spring 2013 Academic Summary. The Provost noted that the growth in Adult and Continuing Education (ACE) category is mostly because of UNIV 2001.
f. Academic Plan (Handout 4)

The Provost briefly reviewed the university’s commitments and progress report update. He asked the deans to pay close attention to our proposed ITV offerings to the area high schools on the Summer and Fall 2013 schedules. We committed to provide a significant increase in delivery options as part of our annual Academic Plan submitted to OSHRE. We might need to encourage a few chairs to consider ITV delivery.

The group discussed the status of the modified block tuition program.

4. Standing Agenda Items

a. Assessment Activities Update

Provost McArthur told the deans that they should plan on attending the General Education roundtable meetings.

Dr. Oty told the group the format for the roundtables. She reported that the chairs are having issues meeting the deadlines. The General Education Committee (GEC) is going to take everyone’s input and then at the March meeting the GEC will give its recommendation of learning outcomes and assessment of General Education.

b. Higher Learning Commission Update- Exploration of Criteria and Core Components: Criterion 3, Core Component 3C

Criterion Three. Teaching and Learning: Quality, Resources, and Support
The institution provides high quality education, wherever and however its offerings are delivered.

Core Component 3.C. The institution has the faculty and staff needed for effective, high-quality programs and student services.
1. The institution has sufficient numbers and continuity of faculty members to carry out both the classroom and the non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance; establishment of academic credentials for instructional staff; involvement in assessment of student learning.
2. All instructors are appropriately credentialed, including those in dual credit, contractual, and consortial programs.
3. Instructors are evaluated regularly in accordance with established institutional policies and procedures.
4. The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.
5. Instructors are accessible for student inquiry.
6. Staff members providing student support services, such as tutoring, financial aid advising, academic advising, and cocurricular activities, are appropriately qualified, trained, and supported in their professional development.

The committee discussed the criteria and components in the context of Cameron University.

c. Retention and Graduation Rate Project Update (Handouts)

Dr. Oty distributed retention information to each of the deans. She reported that there was not much movement between majors from fall to spring semesters. Graduate programs were not included in the reports.

Dr. McArthur told the deans that he wanted them to have a month to review. At the March meeting of the Council of Chairs he will have an updated version of the retention data with benchmarks. We will continue to look at the benchmarks by program.

d. Early Alert Usage Update- as of Friday, February 1, 2013

<table>
<thead>
<tr>
<th>Semester</th>
<th>Unduplicated Instructors who used Early Alert at least once</th>
<th>Total Unduplicated Instructors</th>
<th>Percent of Instructors Using Early Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2011</td>
<td>231</td>
<td>364</td>
<td>63.5%</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>208</td>
<td>355</td>
<td>58.6%</td>
</tr>
<tr>
<td>Summer 2012</td>
<td>73</td>
<td>159</td>
<td>45.9%</td>
</tr>
<tr>
<td>Unduplicated Fall 2011 - Summer 2012</td>
<td>281</td>
<td>420</td>
<td>66.9%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Unduplicated Instructors who used Early Alert at least once</th>
<th>Total Unduplicated Instructors</th>
<th>Percent of Instructors Using Early Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2012</td>
<td>261</td>
<td>356</td>
<td>73.3%</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>229</td>
<td>354</td>
<td>64.7%</td>
</tr>
<tr>
<td>Summer 2013</td>
<td></td>
<td></td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Unduplicated Fall 2012 - Summer 2013</td>
<td></td>
<td></td>
<td>#DIV/0!</td>
</tr>
</tbody>
</table>
Provost McArthur said that Early Alert Celebration Day had great attendance and participation. Now the area that we need to improve is in “closing the loop”. We need to get feedback to the users of Early Alert to show that their actions are working.

e. Cameron Guarantee and Institutional Transparency Update

Dr. Oty said that IRAA posted the vitas for January faculty starts. One department reposted theirs. After discussion, modifications will be made to include military science instructors and library staff in the vita posting process.

f. Legislative Update

Provost McArthur told the group that the legislative session will be long and that there is an array of bills, having to do with topics such as tuition setting authority, campus safety, OETA, OneNet, etc.

g. Around the Table for Announcements

Sylvia Burgess, Associate Vice President for Academic Affairs
- One of Dean Conley’s faculty will develop and offer an Excel workshop. It will be offered online for a two-week period of time and is open to students, faculty, staff and the community.

Von Underwood, Dean, School of Liberal Arts
- On February 18, Hector Rios, Chief Warden of GEO, will be on campus as part of the Criminal Justice series.
- The new play, Nora, will be opening on February 22.

Terry Conley, Dean, School of Science and Technology
- The Department of Biological Sciences, the Psi Eta Chapter of Beta Beta Beta and the Biology Club will host Darwin Day events at noon on Friday, February 8. Guest speaker, Dr. Mark Fishbein from Oklahoma State University, will give a presentation titled "From Darwin to Genomes: Milkweeds as a Model System for the Evolution of Plant Defenses."
- The Service Learning discussion, led by Brooke Hessler of OCU, went well.

John McArthur, Provost
- He will be talking soon with Tony Wohlers, Director of Academic Enrichment, about indirect cost sharing. Please get information to him about indirect cost recovery for grants and how you would like to see it redistributed.
- Thank you to the Psychology Department for their excellent help with the Conflict Resolution scenarios for the HR training.
Linda Phillips, Registrar

- We have had good participation from the academic departments in testing DegreeWorks. DegreeWorks will be going live in March. The training is open to anyone who wants to see how it works.

5. Upcoming Meetings and Events
   a. Council of Chairs – 3:30 p.m. on Tuesday, February 12, 2013
   b. Council of Deans – 3:00 p.m. on Tuesday, March 5, 2013
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents

<table>
<thead>
<tr>
<th>Board Meeting Dates</th>
<th>Topics Due</th>
<th>Drafts Due</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 27-28, 2013</td>
<td>February 4</td>
<td>February 18</td>
<td>Oklahoma City</td>
</tr>
<tr>
<td>May 9-10, 2013</td>
<td>March 15</td>
<td>April 1</td>
<td>Norman</td>
</tr>
<tr>
<td>June 24-26, 2013</td>
<td>April 29</td>
<td>May 13</td>
<td>Ardmore</td>
</tr>
<tr>
<td>September 18-19, 2013</td>
<td>July 29</td>
<td>August 12</td>
<td>Tulsa/Claremore</td>
</tr>
<tr>
<td>October 23-24, 2013</td>
<td>September 3</td>
<td>September 16</td>
<td>Lawton</td>
</tr>
<tr>
<td>December 5-6, 2013</td>
<td>October 7</td>
<td>October 21</td>
<td>Norman</td>
</tr>
</tbody>
</table>

d. Curriculum Committee Meetings- Thursday, February 7 and Thursday, March 7
   e. General Education Committee- Friday, February 8 and Friday, March 8
   f. Teacher Education Committee- Monday, February 25
   g. The Spring deadline for the submission of internal grants- February 25, 2013
   h. Oklahoma Research Day- Friday, March 8, 2013 at UCO
   i. Dr. Vincent Tinto campus visit- Thursday, March 28, 2013
   j. Commencement- Friday, May 10, 2013
   k. Graduate Hooding Ceremony – Saturday, May 11, 2013

6. New Business

a. Administrative Withdrawal

   AVP Burgess brought up the Administrative Withdrawal (AW) process. She has heard comments from instructors of online courses that students will log in, but they don’t do any work. Because the student logs in, the faculty can’t use the AW process.

b. Academic Rigor

   The Provost briefly discussed an Oklahoman article and recent events at Western Oklahoma State College. He said, that as a university, for any course that we teach in 4 weeks or less, including workshops, that we will have demonstrate rigor. He asked the deans to please think very closely about intersession offerings.

   Discussion ensued about contact hours for HLC accreditation.
c. Faculty Attendance

Dr. McArthur asked the deans to please start spot-checking some of their classes, especially night classes. Canceling, rescheduling and early release of classes is not generally acceptable practice.

Meeting adjourned at 5:15 p.m.