Council of Deans – Minutes

Date: Tuesday, July 6, 2010  Time: 3:00 p.m.
Location: Administration Board Room

Members present:
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
Debbie Goode, Director, Information Technology Services
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Linda Phillips, Registrar
John McArthur, Vice President for Academic Affairs

Members absent:
Sherry Young, Director, Library Services
Sylvia Burgess, Associate Vice President for Academic Affairs

Agenda and Notes

1. Approval of Minutes – Tuesday, June 1, 2010 Meeting
   Approve

2. Announcements and Information Items
   a. Introduce new Director of Institutional Research, Assessment, and Accountability
      Karla Oty
   b. Facility update
      i. IRAA office will move to North Shepler 4th Floor
      ii. ACE office will move to South Shepler 4th Floor
      iii. HH 107 is the HLC Resource Room and then will return to classroom inventory
      iv. Fundraising for Academic Commons continues
      v. Student Activities Building will be repurposed as the Cameron Exchange for the Honors Program and Faculty Senate
      vi. North Shepler – One Stop will become the Wellness Center
      vii. North Shepler – Campus Brew and Game Room will become the Academic Advising Center
      viii. Shepler Center – Computer Lab will become the Women’s Hall Director Office
      ix. Shepler Center – Moody Blue will become the Computer Lab
c. Course Equivalency Project meetings will be on the campus of the University of Central Oklahoma in the Nigh University Center on Thursday, September 23, 2010. Faculty representatives are needed for the following areas: Computer Science, Information Systems, Child Development, Music, History, and Accounting. The Computer Science and Information Systems group will have two meetings that day including a Technical Crosswalk morning session. **Please provide faculty names for each of the above areas to Camille Harris no later than noon on Friday, July 16, 2010.**

d. Final program approval list – **Reports due to VPAA on or before Tuesday, September 21, 2010**, forms are available at [http://www.okhighered.org/admin-fac/academic-forms/post-audit.pdf](http://www.okhighered.org/admin-fac/academic-forms/post-audit.pdf) (Distribute memos to Kamali, Oty, and Vanderslice)
   i. Associate in Applied Science in Information Technology (514)
   ii. Master of Education in Reading (620)
   iii. Master of Science in Educational Leadership (670)

e. NIMS Compliance Training completed by August 13, 2010 (Handout of progress to date)

f. The Administrative Withdrawal Policy and the associated Administrative Withdrawal Form (A16) have been posted on Aggie Access and on the web at [http://www.cameron.edu/policies](http://www.cameron.edu/policies) and [http://www.cameron.edu/forms](http://www.cameron.edu/forms).

g. Fall 2010 Student Information Sheet and Syllabus Supplement will be available for Council of Chairs meeting on July 13, 2010 – verify that P2P policy and email policy are included

h. IDEA course evaluations – update by Karla Oty – Starting in Fall 2010, we will use the Short Form for most courses. A copy was distributed. Our response rates, particularly for online and ITV sections, are not sufficient. Instructions will be provided electronically in order to reduce paper waste.


j. Council of Deans August 3, 2010 meeting will start at 4:00 p.m.
3. Discussion Items

a. Midterm grades reporting for Fall 2010 – update – We may need a faculty or staff member to provide training for faculty. Linda Phillips will review the system. We may run training sessions or we may provide instructions depending on the intuitiveness of the system. A midterm grade entry is mandatory for 0 and 1000 level per Council of Deans on 2/2/10. Further promotion of this policy change is needs with chairs, Faculty Senate, and the faculty.

b. Academic Festival – Topic selection and planning – A topic is needed by early September to allow enough planning time for the Festival Year and scheduling of speakers.

4. Around the Table

Buddy Odom, Dean, School of Business

- The team trip to ACBSP national conference provided information to help us remove deferral of reaffirmation decision.
- Cost Benefit Analysis project for Fort Sill under consideration

Ronna Vanderslice, Dean, School of Education and Behavioral Sciences

- Teacher education advisory meetings are under consideration for moving from semiannual to annual events. Meetings will be scheduled with individual departments.
- Review impact of shift to 124 hours for programs and reduction in General Education hours from 50 to 44

Von Underwood, Dean, School of Liberal Arts

- Instructor positions are filling for Fall 2010
- DaVinci Institute event on September 25 in Broken Arrow
- World Creativity Forum event will be held in Oklahoma City in November. Speakers include Ken Robertson and Daniel Pink. There is a registration fee of approximately $350.
- Quartz Mountain Music Festival in July
- Speech Camp is starting.

Reza Kamali, Dean, School of Science and Technology

- Science Detectives Camp completed successfully
- A new assistant professor in Biology has been hired
- Orders for equipment for the new simulation training lab with Priddy Foundation funds is continuing
Susan Camp, Director, CU-Duncan

- Jay Johnson is the new CEO of Duncan Regional Hospital. He is a CU alum including PLUS and Centennial Commission service.

Debbie Goode, Director, Information Technology Services

- Update on implementation of Peer to Peer policy on copyright and downloads
- Password change frequency will increase to 60 or 90 days depending on VPAA decision.
- No update on when new computers will be ordered.

Linda Phillips, Registrar

- Please call for assistance with class rosters in Aggie Access. They are still working on a more user friendly mechanism.

John McArthur, Vice President for Academic Affairs

- Advising Center Policy update
- The Academic Productivity process will start with the creation of a framework to allow end users to establish appropriate benchmarks. This project will apply to all areas and not just to the academic departments.
- Hiring update

5. Upcoming Meetings and Events
   a. Council of Deans – 4:00 p.m. on Tuesday, August 3, 2010
   b. Council of Chairs – 3:30 p.m. on Tuesday, July 13, 2010
   c. NIMS Compliance Training completed by – August 13, 2010
   d. 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 13-14, 2010 | July 27    | August 3         | Tulsa/Claremore|
         | October 27-28, 2010   | September 13| September 20    | Lawton         |
         | Nov. 30-Dec. 1, 2010   | October 12  | October 19      | Norman         |
      ii. The Oklahoma State Regents for Higher Education
         1. Thursday, September 9, 2010, 9 a.m.
         2. Thursday, October 21, 2010, 9 a.m.
         3. Thursday, December 2, 2010, 9 a.m.
   e. Academic Plan Input Due – July 15, 2010
   f. New Faculty Orientation – August 9 and 10, 2010
   g. General Faculty and Staff Meeting – Wednesday, August 11, 2010 at 10:30 a.m. in the McCasland Ballroom in the McMahon Centennial Complex followed by a university wide luncheon
   h. Staffing requests for FY12 due – August 13, 2010
   i. Adjunct Faculty Orientation – August 16, 2010
j. Banner Dates
   i. Go Live Dates
      1. Human Resources January 2010 - done
      2. Finance January 2010 - done
      3. Advancement January 2010 - done
      4. Luminis (Aggie Access) February 8, 2010
      5. Financial Aid February - March 2010
      6. Student March 2010 (for Fall 2010)
      7. Accounts Receivable July 2010
   ii. Chair, faculty, and staff training continues – Fall 2009 through March 2010
k. 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
l. Oklahoma Research Day at CU on Friday, November 12, 2010
m. Program Reviews due to VPAA – Friday, November 19, 2010

6. New Business

   No new business was presented

   Meeting adjourned at 4:30 p.m.