Approval of Council of Deans Minutes – January 7, 2015 Meeting (pages 1-2)

Discussion Items:

1. Minimum Faculty Qualifications (page 3)—forms will be used beginning Fall 2015
2. IDEA Mobile Pilot Results (pages 4-13)
3. Openhire/Silkroad
4. Academic Plan updates
5. Request for positions
6. Program changes/deletions—copy of letter to students and teach out plan should also be submitted
7. NSSE Survey Results: Time Usage, Educational and Personal Growth, Satisfaction (Handout)
8. Reappointment/non-reappointment expectations
9. Planning and Evaluation expectations
10. Resignation/Retirement process
11. Faculty Load Reports
12. Early Alert Usage for Spring 2015—Dr. Oty (page 14)
13. Major Tracking—Dr. Oty (Handout)

Reminders:

1. Fast Facts for Spring 2015, which contains our enrollment information as of census day, has been posted to the IRAA website. Please note that these are not official spring numbers, but are a snapshot of our enrollment after the last day to drop a 16 week class without an entry on the transcript.
2. Please remind the department chairs and faculty teaching capstone courses that we will be administering the CAAP Critical Thinking and CAAP Writing Essay test in all capstone courses taught during the Fall 2015 and Spring 2016 semester.
3. Please be sure you and your chairs are entering student complaints/concerns in the student concern system for documentation purposes.
4. Submit corrections to the Faculty Load Report to Dr. Oty by the end of the week.
Important Dates:

- Council of Chairs – February 26, 2015 at 2:00 p.m.
- Council of Deans – March 4, 2015 at 2:00 p.m.

- Regents Meeting Dates (for curriculum proposal purposes)
  - The University of Oklahoma Board of Regents
    | Board Meeting Dates     | Topics Due  | Drafts Due | Location |
    |-------------------------|-------------|------------|----------|
    | March 10-11, 2015       | January 15  | January 30 | Tulsa    |
    | May 7-8, 2015           | March 12    | March 30   | Norman   |
    | June 22-24, 2015        | April 30    | May 14     | Ardmore  |
    | September 16-17, 2015   | July 27     | August 10  | Norman   |
    | October 27-28, 2015     | September 3 | September 18| Lawton   |
    | December 1-2, 2015      | October 8   | October 22 | Norman   |
  - The Oklahoma State Regents for Higher Education
    - March 4-5, 2015
    - April 8-9, 2015
    - May 28-29, 2015
    - June 24-25, 2015

- February, 2015 – Ribbon breaking and dedication ceremony for the School’s 4 Little Free Libraries (School of Education & Behavioral Sciences)
- February, 2015 – Family Fun Run (School of Education & Behavioral Sciences)
- February 4, 2015 – Mid-term grades posted by 4:00 p.m. (1st 8 week classes)
- February 5, 2015 – Student Development Tutoring Fair, 12:30-2:00 p.m., MCC Buddy Green Room
- February 5-27, 2015 – Roundtable discussions (Gen Ed)
- February 6, 2015 – Student Development information session on the student disability accommodations process, 10:00 a.m. in North Shepler, Room 312
- February 6, 2015 – 12 week classes begin
- February 10, 2015 – Higher Ed Day at the State Capitol
- February 10, 2015 – Navigating Red River: How to Work a Career Expo with Jordan Scribner, 1:00 p.m., MCC Buddy Green Room
- February 10, 2015 – CETES Tech Night, “Preparing Tomorrow’s STEM Workforce through Innovative Technology,” at 6:00 p.m. in the Sciences Complex, Room 100. Refreshments served. (Hosted by the Department of Chemistry, Physics and Engineering)
- February 12, 2015 – Last date to enroll or add a class (12 week classes)
- February 12, 2015 – The Math Formula: Math + Effective Study Strategies = Success with Maureen Durant, 9:30 a.m., MCC Buddy Green Room
- February 13, 2015 – New Faculty Follow-Up Session, 9:00-10:30 a.m.
- February 16, 2015 – Last date to drop without entry on transcript; last date to drop with refund (12 week classes)
- February 16-21, 2015 – Homecoming Week
- February 16-21, 2015 – School/Departmental Book Drive Contest (School of Education & Behavioral Sciences)
- February 17, 2015 – Kamm Lecture in Higher Education, “Leadership Lessons Learned in Five Faces/Phases” presented by Dr. Mary Howard-Hamilton, 10:00 a.m. in Willard Hall Room 010 on the OSU-Stillwater campus. RSVP to coe-events@okstate.edu
- February 18, 2015 – Last date to withdraw with an Automatic W (1st 8 week classes)
- February 19-22, 2015 – The Heretic by Richard Bean, University Theatre
February 23, 2015 – *Memory Techniques* with Jason Poudrier, 12:30 p.m., MCC Buddy Green Room

February 25, 2015 – Last date to withdraw from a class with signature (1st 8 week classes)

February 25, 2015 – Deadline for nominations for CU Employee Excellence Awards

February 27, 2015 – FMLA 101 (Family and Medical Leave Act) at 10:00 a.m. and 2:00 p.m. in Ross Hall 111

February 27, 2015 – Why *Students Hate Group Work: Strategies for Collaborative Learning*, 12:00-1:00 p.m., Ross Hall Room 111 (Teaching and Learning Series)

March 2015 – Jack Bryan – Journals, Sketches, and Paintings inspired by the Wichita Mountains (Department of Art)

March 1, 2015 – Deadline for faculty self-evaluations to department chairs for the Annual Academic Performance Review (Faculty Handbook)

March 4, 2015 – 1st 8 week session ends

March 5, 2015 – 2nd 8 week classes begin

March 6, 2015 – Final grades posted by 4:00 p.m. (1st 8 week classes)

March 6, 2015 – Mid-term grades posted by 4:00 p.m. (16 week classes)

March 7, 2015 – Spring Preview Day

March 9, 2015 – *Sexual Assault Awareness* with Jill Melrose, 12:00 p.m., MCC Buddy Green Room

March 9, 2015 – Guest speaker Dr. Roger Beachy to present on “Global Food Security” (School of Science & Technology)

March 9-13, 2015 – *Building a Mentally Healthy Community: Part One* (School of Education & Behavioral Sciences)

March 11, 2015 – Last date to drop without entry on transcript; last date to drop with a refund; last date to enroll or add a class (2nd 8 week classes)

March 12, 2015 – Program changes/corrections due in WEAVE (Gen Ed)

March 12, 2015 – *Manners Matter* with Dr. Jennifer Pruchnicki, 1:30 p.m., MCC Buddy Green Room

March 12, 2015 – All adjuncts teaching 2nd 8 weeks (S8 position suffix) and all full-time faculty should be locked by the appropriate Dean/Supervisor and all 2nd 8 week payroll action forms submitted to the Human Resources Department by 5:00 p.m.

March 13, 2015 – Oklahoma Research Day

March 15, 2015 – Deadline for department chair and faculty to discuss appraisal report for the Annual Academic Performance Review (Faculty Handbook)

March 16-20, 2015 – Spring Break

March 25, 2015 – “*You Can't Sit With Us!* - The Inclusive Person's Guide to Making Fetch Happen” with Jordan Scribner, 2:00 p.m., MCC Buddy Green Room

March 26, 2015 – Graduation Fair

March 26-27, 2015 – Transformative Learning Conference at UCO

March 27, 2015 – New Faculty Follow-Up Session, 9:00-10:30 a.m.

March 27, 2015 – Mid-term grades posted by 4:00 p.m. (12 week classes)

April, 2015 – Invited speaker (Global Food Security), Dr. Roger Beachy, Founding Director, New World Food Center, University of California-Davis, TBA (School of Science & Technology)

April 1, 2015 – Deadline to apply for graduation to ensure name will appear in Commencement program

April 7, 2015 – Career Services *Exploring Majors - All Majors Fair*, 10:00 a.m.-2:00 p.m., MCC Ballroom

April 8, 2015 – Mid-term grades posted by 4:00 p.m. (2nd 8 week classes)

April 8, 2015 – Last date to withdraw with an Automatic “W” (12 and 16 week classes)

April 8-10, 2015 – Leslie Williams Cain – Visiting Artist (Department of Art)
- April 15, 2015 – Deadline for Dean to return Annual Academic Performance Review with comments to department chair and faculty (Faculty Handbook)
- April 17, 2015 – Undergraduate Research, Scholarship, and Creative Activities: Lessons Learned and Future Ambitions, 12:00-1:00 p.m., Ross Hall Room 111 (Teaching and Learning Series)
- April 18, 2015 – Healthy Outdoor Youth Expo from 10:00 a.m.–noon and 1:00–3:00 p.m. at the Wichita Mountains Wildlife Refuge
- April 21, 2015 – Last date to withdraw with an Automatic “W” (2nd 8 week classes)
- April 22, 2015 – Last date to withdraw from a class with signature (12 and 16 week classes)
- April 23-26, 2015 – 110 in the Shade, University Theatre
- April 28, 2015 – Last date to withdraw from a class with signature (2nd 8 week classes)
- May, 2015 – Building a Mentally Healthy Community: Part Two (School of Education & Behavioral Sciences)
- May 2-8, 2015 – Final Exams
- May 8, 2015 – Commencement
- May 11, 2015 – Intersession classes begin
- May 11/12, 2015 – Art and Jazz in the School Garden at Pat Henry Elementary (School of Education & Behavioral Sciences)
- May 12, 2015 – Final grades posted to AggieAccess by 4:00 p.m.
- May 13, 2015 – Faculty Offices close at 5:00 p.m.
- May 29, 2015 – Intersession ends