Council of Deans—Minutes

Date: Tuesday, July 3, 2012 Time: 3:00 p.m. Location: Administration Board Room

Members and Staff Representatives present:
Buddy Odom, Dean, School of Business
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
Sherry Young, Director, Library Services
Linda Phillips, Registrar
John McArthur, Provost
Elizabeth Hall, Assistant to the Provost

Members absent:
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences

Guests present:
James Heflin, Chair, Faculty Senate and Associate Professor, Department of Communication
Chris Keller, Faculty Lead for Plan 2018 and Associate Professor, Department of Communication
Howard Kuchta, Assistant Professor and Director of Assessment, Department of Education (representing Ronna Vanderslice)

1. Approval of Council of Deans Minutes – June 5, 2012 Meeting (Handout)- **Approved.**

2. Announcements and Information Items
   
   a. Calendar Items
      
      i. Jeb Joseph from OU Legal will be on campus on Monday, August 6, 2012 as part of New Faculty Orientation. He would appreciate the opportunity to have brief individual meetings with the following people: Tom Russell, Terry Conley, Sylvia Burgess, Von Underwood, Ronna Vanderslice, Buddy Odom, and Sherry Young. Please let Provost McArthur know your availability on August 6 before Friday, July 20, 2012.
      
      ii. Deans are asked to be available at New Faculty Orientation for faculty introductions from 8:30-9:00 a.m. on Tuesday, August 7 in the McCasland Ballroom.
      
      iii. Fall General Faculty and Staff Meeting- 10:30 a.m., Thursday, August 9, 2012 in the McCasland Ballroom immediately followed by a university “cookout”.
iv. Back to School meetings – Please let Provost McArthur know when and where unit meetings are scheduled.

v. Adjunct Faculty Workshop and Orientation, August 13, 2012 in the McCasland Ballroom on the Lawton campus and August 14, 2012 on the Duncan campus. For both workshops, dinner is at 6 p.m. and the program starts at 6:30 p.m.

Provost McArthur asked the group to notice the date change for the Duncan orientation. Though it is not mandatory, he would strongly encourage the chairs to attend.

d. 2011-2012 Faculty Load Summary

### AY 2011-2012 Total Faculty Load Hours

<table>
<thead>
<tr>
<th></th>
<th>Inload</th>
<th>Overload</th>
<th>No load</th>
<th>Adjunct</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2011</td>
<td>378</td>
<td>1</td>
<td>246</td>
<td>192</td>
<td>817</td>
</tr>
<tr>
<td>Fall 2011</td>
<td>1,972</td>
<td>140</td>
<td>765</td>
<td>740</td>
<td>3,617</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>2,092</td>
<td>163</td>
<td>590</td>
<td>681</td>
<td>3,526</td>
</tr>
<tr>
<td>Total</td>
<td>4,442</td>
<td>304</td>
<td>1,602</td>
<td>1,613</td>
<td>7,960</td>
</tr>
</tbody>
</table>

### AY 2011-2012 Percentage by Semester

<table>
<thead>
<tr>
<th></th>
<th>Inload</th>
<th>Overload</th>
<th>No load</th>
<th>Adjunct</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2011</td>
<td>46.2%</td>
<td>0.1%</td>
<td>30.1%</td>
<td>23.5%</td>
<td>100.0%</td>
</tr>
<tr>
<td>Fall 2011</td>
<td>54.5%</td>
<td>3.9%</td>
<td>21.2%</td>
<td>20.5%</td>
<td>100.0%</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>59.3%</td>
<td>4.6%</td>
<td>16.7%</td>
<td>19.3%</td>
<td>100.0%</td>
</tr>
<tr>
<td>Total</td>
<td>55.8%</td>
<td>3.8%</td>
<td>20.1%</td>
<td>20.3%</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

e. Spring 2012 and Summer 2012 Teaching Load Reports (Handout)

Dr. Karla Oty told the deans that they may distribute this information to the chairs. These reports were compiled based on what was turned in on the S6Ls. If
something looks odd, please let her know and she’ll take a look at the submitted S6Ls.

f. Overview of Budget and Review of Initiatives for 2012 - 2013 (Handouts)

Provost McArthur walked the committee through an email sent out by President Ross regarding the university’s set of initiatives for FY 2013.

He explained to the committee that the main driver behind this year’s ambitious set of initiatives is Complete College America.

- Top 30 Courses Project

Included in the committee’s handout, is a listing of the top thirty courses that generate 45% of the credit hours at Cameron. At Cameron, there are 1,592 courses offered, but nearly half of our credit hours come from these top thirty classes. In order to improve retention, we are going to focus on the top thirty courses and review tutoring resources, curriculum review and textbook costs.

- Modified Block Tuition

We will initiate a different tuition rate for lower level courses and for upper level courses.

In an effort to encourage academically solid upper level students to graduate in a more timely manner, Cameron will allow Juniors (those with sixty or more credit hours) with a 3.0 cumulative GPA to take any hours beyond 15 credit hours per semester for free. This is for the fall and spring semesters only. If the student’s GPA drops, then the student loses the eligibility to participate.

- Implement Peer Tutoring

We currently have mandatory tutoring for English, Math and Reading, but students are referred to these resources once they have twice not successfully completed a course in these fields.

We would like to see students utilizing these peer-tutoring resources earlier. Students who receive Early Alert warnings based on low quality work (not attendance) will be contacted by the peer tutoring labs, though the students will not be required to go to the labs.

Provost McArthur told the group that we are only talking about around fifty students per semester and that we would not have to hire any additional staff.
This is an initiative that is being pitched for 16 week courses.

- PARCC

The PARCC initiative is mainly aimed at high schools, with universities at the table. In the case of Cameron, we are paying special attention to our top six feeder high schools and making sure that they know what our college ready expectations are.

- Consideration of an Attendance Requirement

Provost McArthur told the committee that Cameron is considering requiring attendance beginning in Fall 2013. The faculty will be required to take role during the first days of each term.

If a student doesn’t make it to class before the end of the add period, then the student will be administratively dropped from that course.

There will be further discussions about how this will affect financial aid for students. We will also need to discuss how we will get the faculty to input this information.

This project could lower enrollment numbers but students dropped from all courses would not be included in cohorts.

Dean Odom entered the meeting.

Dean Conley asked if we could test this out in a subpopulation before implementing it across the university. Provost McArthur explained that he did feel it was best to do this with all classes.

This could be a particular challenge to implement with adjunct faculty.

- UNIV 2001- Spring 2013 implementation.

If a student goes on academic probation or academic notice during the first year, the student must take this intervention course to improve study skills and time management. The course will be a modified version of EDUC 1113 and UNIV 1001. JR Larsen, Director of the Academic Advising Center, is currently working on this.

- Office of Academic Enrichment

A new office for Academic Enrichment will be staffed and operated for the purpose of growing Cameron’s Honors Program and study abroad
program and providing more opportunities for undergraduate student research.

Provost McArthur let the group know that there will be study abroad opportunities to Puerto Rico and to Italy. It is likely that there will be a follow up trip to South Africa and possibly a trip for donors and alumni to see the battlefields of Europe.

- Increasing Number of Online Delivery Courses and Programs

- Mandatory Capstone Course for Every Program

Provost McArthur explained that each program will be required to have a capstone course. The capstone courses will have to allocate time to allow students to take CAAP exit exam (if the course is selected), provide some type of culminating experience, and provide some form of guidance for next steps for students whether careers, professional training, or graduate school. All courses should be in place for Fall 2013 delivery. All programs that don’t currently have a capstone course will have to do program revisions.

- “Cameron’s Own” Scholarship

Dependent children of eligible Cameron employees can get a scholarship. The eligibility of the employees depended on how long the employee has been employed by the university and how many hours the employee works per week.

There was discussion around the table regarding does the child lose the benefits if an employee is fired? How does this work with non-Oklahoma residents and online employees?

- UNIV 1001

This will continue to be a requirement for students, unless the student has holds, in which case the student will have to take UNIV 1113.

- Five New Tenure-Track Faculty Positions Added

These new tenure-track faculty lines were created in the hopes of reducing class sizes in these areas.

- Academic Commons

The Academic Commons will be coming online in August. Cameron will have a central core of buildings with extended hours of operation. The
buildings that would make up this central core are the Library, Fitness Center, Academic Commons and the McMahon Centennial Complex. We are not looking to have the buildings open 24/7, but open until 11 p.m. or midnight during the initial phases.

g. Position Requests for 2013 - 2014 (Handout)

Provost McArthur asked the group to look at what they’ve done in the past. The positions will be released in two phases. Phase I will take place in mid-September. Phase II will take place in November and will include a more complete list of position requests. The position posting time will depend on enrollment numbers.

h. Hold the Date: Endowed Lectureship Proposals will be due on Thursday, September 6, 2012. A formal call for proposals including available funds will be distributed at a later date.

Dr. McArthur hoped to have the allocations for each lectureship ready by now, but in the meantime, please use last year’s dollar amounts as a guide if you have faculty who would like to start writing their proposals.

i. Final Endowed Lectureship Project Reports and Donor Letters - Due September 7, 2012. Please submit a hard copy to the Office of the Provost with prior review by the appropriate Academic Dean.

Provost McArthur asked the deans to remind recipients that reports should be well written and suitable for sharing with the donor and the Board of Regents; please no jargon and please proofread. Deans should establish an internal suspense which will enable them to review and revise reports.

j. Degree Works Update

We are piloting the software through March 2013. We will hopefully have it ready for full implementation for Summer and Fall 2013.

k. Social Media Policy

The state will probably require Cameron to have a posted policy soon. We will probably need to have something in place by the end of the Fall semester.

3. Standing Agenda Items

a. Assessment Activities Update

Dr. Oty said that IRAA is currently reviewing Student Services and going through PQIRs. The Roundtables will take place at the end of the summer. Dr. Oty said
that she still needs two members to be nominated from Science and Technology for the IAC. The IAC will reconvene at the end of August.

Director Oty said that the General Education Committee is meeting to revise and edit learning outcomes. These new learning outcomes will be disseminated at the end of the fall semester for faculty input.

Dr. McArthur told the group that Benson Warren will be stepping down as chair of IAC. The Provost has asked Dr. Maxwell Kwenda to step in as chair and he has agreed to do so.

b. Retention and Graduation Rate Project Update
   i. Early Alert/Care Request
   ii. Administrative Withdrawal
   iii. Academic Notice and Probation Intervention Course (UNIV 2001)

   The State Regents have decided to tie a portion of institutional allocations of new money to retention and graduation rates.

c. Early Alert Usage Update

<table>
<thead>
<tr>
<th>Semester</th>
<th>Unduplicated Instructors</th>
<th>Total Unduplicated Instructors</th>
<th>Percent of Instructors Using Early Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2010</td>
<td>144</td>
<td>345</td>
<td>41.7%</td>
</tr>
<tr>
<td>Spring 2011</td>
<td>121</td>
<td>346</td>
<td>35.0%</td>
</tr>
<tr>
<td>Summer 2011</td>
<td>42</td>
<td>152</td>
<td>27.6%</td>
</tr>
</tbody>
</table>

Unduplicated Fall 2010 - Summer 2011: 172 instructors used Early Alert, 396 instructors total, 43.4% usage.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Unduplicated Instructors</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>365</td>
<td>63.3%</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>208</td>
<td>357</td>
<td>58.3%</td>
</tr>
<tr>
<td>Summer 2012</td>
<td>65</td>
<td>160</td>
<td>40.6%</td>
</tr>
</tbody>
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d. Cameron Guarantee and Institutional Transparency Update

e. Legislative Update

f. ULC Update
   i. Technology Plan Custom Research Report received. The results of the report will be distributed after review.
   ii. Ideas for Custom Research projects for 2012 – 2013

   Provost McArthur explained to the council that, now that the Technology Plan Custom Research Report has been received, we can put the next projects into the queue.

g. Around the Table for Announcements

Karla Oty, Director, Institutional Research, Assessment, and Accountability
   • Dr. Oty just did some IDEA training for the Agriculture department as well as for the School of Liberal Arts administrative assistants. Dr. Oty reminded the group that she is happy to do training about how to administer Course Evaluation Forms.

Debbie Goode, Director, Information Technology Services
   • ITS will be ordering new computers this week.

John McArthur, Provost
   • Today we lost power supply to the chillers in the Shepler Complex. They are still running on a generator. The big fix should take place on Saturday.
   • Dr. McArthur will be out of town on Thursday and Friday. Please call Vice President Pinkston for approvals.
   • Camille Harris, Administrative Assistant III for the Provost, is leaving her position and Thursday is her last day. An offer to an internal candidate has been made and accepted. The candidate will start in the next couple of weeks.

4. Upcoming Meetings and Events
   a. Council of Chairs – 3:30 p.m. on Tuesday, July 10, 2012
   b. Council of Deans – 3:00 p.m. on Tuesday, August 7, 2012
   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>Agenda Items Due</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 19-20, 2012</td>
<td></td>
<td></td>
<td>Lawton</td>
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<tr>
<td>October 24-25, 2012</td>
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<td></td>
<td>Tulsa/Claremore</td>
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<tr>
<td>December 6-7, 2012</td>
<td></td>
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<td>Oklahoma City</td>
</tr>
</tbody>
</table>
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. Sexual Harassment Training- July 18, 2012, 2:00-3:00 p.m., BUS 111.
e. New Faculty Orientation, August 6 and 7, 2012, McCasland Ballroom; lunch will be served in the Buddy Green Room.
f. Faculty offices reopen on Wednesday, August 8, 2012
g. Fall General Faculty and Staff Meeting- 10:30 a.m., Thursday, August 9, 2012 in the McCasland Ballroom immediately followed by university “cookout”.
h. Adjunct Faculty Workshop and Orientation, August 13, 2012 in the McCasland Ballroom on the Lawton campus and August 14, 2012 on the Duncan campus. For both workshops, dinner is at 6 p.m. and the program starts at 6:30 p.m.
i. First Day of Classes- Wednesday, August 15, 2012
j. Academic Plan input and data due to Provost- Friday, August 17, 2012.
k. Endowed Lectureship AY 12-13 proposals due Thursday, September 6, 2012
l. FY14 Position Requests due Thursday, September 6, 2012
m. 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.
n. Post Audit Reports due to Provost- Friday, September 7, 2012
o. Low Productivity Program Reports due to Provost- Monday, September 17, 2012.
p. Five-Year Program Reviews due to Provost- Friday, November 16, 2012.

5. New Business

Meeting adjourned at 5:05 p.m.