Council of Deans – Minutes

Date: Tuesday, June 7, 2011        Time: 3:00 p.m.
Location: Administration Board Room

Members present:
Buddy Odom, Dean, School of Business
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
Sherry Young, Director, Library Services
Linda Phillips, Registrar
Sylvia Burgess, Associate Vice President for Academic Affairs
John McArthur, Vice President for Academic Affairs

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

Agenda and Notes

1. Approval of Council of Deans Minutes – May 3, 2011 Meeting - Approved

2. Announcements and Information Items
   a. Reminder: If you have not done so, please call Camille Harris in order to schedule annual planning and evaluation meetings for July
   b. Reminder from April 5, 2011 meeting: Call for nominees for Academic Leadership Development Interns for Fall 2011 – up to 4 will be accepted
   c. Catalog Update – Printed paper copies will be provided for employees with an online or thumb drive version for students. The savings in printing costs will be about $7,000 and allow for more frequent updates.
   d. NCATE Program Review Calendar (Handout on behalf of Dean Ronna Vanderslice)
   e. Student Health Insurance Plan for 2011 – 2012 (Handout) – Additional copies are available from Student Services
   f. Academic Dishonesty Forms – Updated and moved to the forms directory as A17 and A18 (Handouts)
i. The previous form versions on W:\Workgrps\Academic Misconduct have been deleted and a README file has been placed in this directory leading people to the new location.

ii. An additional handout was provided with a summary of the manner of handling complaints (This document is an internal draft and should not be distributed further.)

g. Research study comparing choice of major to career earnings (Handout from The Chronicle of Higher Education on May 24, 2011 entitled “What Are You Going to Do With That?”)

h. Summer S6L – Questions and concerns
A general discussion ensued about the training needs and other means to improve the accuracy of entries at the department and dean level.

i. Legislative Session Summary
An overview of the recently concluded legislative session was provided included the following topics: Guns in public spaces; changes to OTRS, changes to OHLAP, and lack of changes to the CIO policy.

j. Program Review Call for Fall 2011 – due November 18, 2011 (Handouts – Memo, OSRHE Policy, Report instructions)
VPAA McArthur cautioned that a policy revision on the format of the reports is up for a vote at the June 23 meeting of OSRHE so they may wish to wait before getting the chairs started. However, the list of programs under review is correct.

k. Enrollment update – Handouts of Summer 2011 and Fall 2011 seats available in key courses were provided. After Summer Census Day, we will review course enrollments to determine preliminary allocations to each department for Summer 2012. An initial review will occur the week of July 5 with distribution to the department chairs on July 12.

l. Endowed Lectureship Funds Distribution Policy (Handout) – This policy is also available at http://www.cameron.edu/policies

m. Endowed Lectureship Funds availability and call (Handout to deans with electronic copy emailed to the entire group) – The dollar amounts for each lectureship were provided to the deans with due dates for proposals for solicitation to university faculty and staff.

n. Around the Table for Announcements
i. Debbie Goode, Director, ITS – reported that three new technicians would be starting this summer

ii. Sherry Young, Director, Library Services – mentioned an online conference attended by library staff with a session on displaying new books in order to more effectively encourage circulation
iii. Linda Phillips, Registrar – reported on 24-hour remedial holds and related issues

iv. Reza Kamali, Dean, School of Science and Technology – reported on upcoming summer camps in the School including the high school science academy next week in Physical Sciences and the 5th grade Kids Kamp

v. Karla Oty, Director, Institutional Research, Assessment, and Accountability – Concerns were raised regarding the use of IDEA forms by faculty (incomplete or blank forms negating the value of their input) and confidentiality issues regarding distribution of the student-completed forms directly to the faculty members. She offered to provide training or support at the departmental level or with chairs at the School level. A session on the use of the IDEA forms will be considered for the adjunct faculty orientation and for new faculty orientation.

vi. Buddy Odom, Dean, School of Business – raised the concern that more faculty are electing to take adjunct pay in the summer rather than provide advising and service to the School

vii. Sylvia Burgess, Associate Vice President for Academic Affairs

1. She reported a successful conclusion to the Science Detectives Camp with a thank you to the participating Biology faculty.

2. A contract for Blackboard Collaborate is under review. The implementation project will start with a pilot group of faculty members but will eventually be available to all faculty members.

viii. Von Underwood, Dean, School of Liberal Arts

1. He announced a June 17 reading by alumnus and poet Jeff Simpson at the Leslie Powell Gallery followed by the annual outdoor concert by Tom Labé in the Fine Arts Courtyard.

2. Summer camps in art and music are planned

3. The School of Liberal Arts back to school meeting will be at 9:00 a.m. on Tuesday, August 16, 2011 for the planning and scheduling purposes of the other members.

3. Upcoming Meetings and Events
a. Council of Chairs – 3:30 p.m. on Tuesday, June 14, 2011
b. Council of Deans – 3:00 p.m. on Tuesday, July 5, 2011
c. Regents Meeting Dates (for curriculum proposal purposes)

i. The University of Oklahoma Board of Regents

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ii. The Oklahoma State Regents for Higher Education

1. Thursday, June 23, 2011, 9 a.m.
2. Thursday, September 8, 2011, 9 a.m.
3. Thursday, October 20, 2011, 9 a.m.
4. Thursday, December 1, 2011, 9 a.m.
d. Academic Plan input due to VPAA – June 1, 2011
e. OSRHE Academic Policy Workshop – July 14, 2011
f. New Faculty Orientation – August 10 – 11, 2011
g. Fall General Faculty and Staff Meeting – 10:30 a.m., Monday, August 15, 2011 immediately followed by university “cookout”
h. Adjunct Faculty Workshop – 6:30 p.m., Monday, August 15, 2011
i. Program Review documents due to VPAA – November 18, 2011

4. New Business

   None Presented

   Meeting adjourned 5:30 p.m.