Council of Deans – Minutes

Date: Tuesday, December 1, 2009  Time: 3:00 p.m.  Location: Admin 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
Debbie Goode, Director, Information Technology Services
Tom Sutherlin, Director, Institutional Research and Assessment
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:
Susan Camp, Director, CU-Duncan

Corresponding Members:
Aubree Helvey, Assistant Vice President for Academic Affairs

Agenda and Notes

1. Approval of Minutes – November 3, 2009 Meeting
   Motion – Ronna Vanderslice
   Approved as amended, typographical error corrected

2. Announcements and Information Items
   a. Draft Academic Calendar for 2010 – 2011 (Handout)
      An electronic version will be emailed to the membership
      We discussed the difference between the Print Shop calendar and the actual
      calendar for Fall 2009. Tuesday, December 8, 2009 is the last day of classes and
      Wednesday, December 9, 2009 is the first day of Finals.

   b. Holiday community receptions at Cameron House
      i. Sunday, December 13, 2009 from 2:00 to 4:00 p.m.
         McArthur, Vanderslice, Kamali, Underwood

      ii. Monday, December 14, 2009 from 5:30 to 7:30 p.m.
          McArthur, Young, Odom, Burgess

   c. DaVinci Institute Awards Announcements – See handouts from Council of Deans
      on November 3, 2009.
i. Martin Scholars – First Year Teachers and Service Learning –
Nominations due to VPAA McArthur on or before Thursday, January 28,
2010. Up to two finalists will be selected and submitted.

ii. Annual Fellows Award - Nominations due to VPAA McArthur on or
before Thursday, January 21, 2010. Up to two campus finalists will be
notified by Thursday, January 28, 2010 in order to complete the
application package due by February 19, 2010.

d. In the future, Preview Days and Sneak Peeks are to include an “open house” for
academic buildings. Please continue to monitor the usage of faculty and staff
time particularly over time periods when faculty offices are closed. If time
commitments become burdensome we will move to a compensation model similar
to that used for intersession advising.

e. Using the University Theatre will require a microphone check prior to the event
and the presence of support staff during the event. A memo to this effect will
follow. The purpose of this action is to address issues associated with event
quality.

Tom Sutherlin suggested media support is needed for all the conference facilities
we are bringing on line. The technical expertise required is more than just
computers but also includes, room controls, audio system operation, projector
maintenance, and light controls. Also, it is not common knowledge where the
A/V equipment is stored and who has replacement batteries for the microphones.
A computer “techie” is not necessarily going to know what a BNC or XLR
connector are and when they are used versus the RCA connector or 1/4 “ plug.
His recent experiences in CETES and with the audio system in Duncan reinforced
his concerns about our capabilities.

f. Academic Service Fees requests are due to the OU Regents on December 8, 2009.
Please let VPAA McArthur know as soon as possible if changes to requests need
to be made. Requests are in process for Art, Biology, Business, Chemistry,
Health and Physical Education, and Multimedia Design. Excellence fees at the
School level are also under consideration.

3. Discussion Items

a. Advising and Enrollment during Fall Break and Spring Break (Carryover from
November 3, 2009 meeting.) - Should we have skeleton crews available for
student enrollment over Fall Break and Spring Break? This would require a
generalist advisor, admissions, and registrar resources. A central location is
preferred rather than tracking offices across campus. The student audience would
be primarily second 8-week enrollment. Linda Phillips will assess Registrar and
Admissions needs. Deans will assess faculty advising needs.
We determined the need for a single staff member to perform Admissions and Registrar functions and an additional faculty or staff member to perform enrollment functions for second 8 week classes only.

We discussed the lack of information directing students and newcomers to an appropriate location for advising and enrollment. The new campus kiosks were mentioned as a possible place to address this concern.

VPAA McArthur will provide a written summary with a payment statement at the next meeting of the Council of Deans.

b. Opportunity for Summer Camps for different groups (Carryover from November 3, 2009 meeting.) We discussed opportunities for a different array of summer camps than the current discipline centered offerings. Specific possibilities mentioned were rising junior and senior OHLAP camps, a camp for disadvantaged girls, and a crime scene camp with components for writing, journalism, science, law, and criminal justice, a gifted and talented summer camp. Ideas proposed since the last meeting include a creative expressions camp for elementary school age children in dance, music, writing, etc. (Billingsley) and a special needs camp (Hoppe). Residential camps are a goal for students in the 9th grade and higher. Funding options were discussed but an opportunity for external funds would be needed before assigning this task to a specific faculty or staff group.

c. Letters of Recommendation and FERPA
(Handouts – Dean and Provost story and Department of Education Recommendation Form)
We discussed the need for a student waiver in order for faculty or staff members to provide personally identifiable information such as grades and class rank to a third party in the form of letters of recommendation or references. We also discussed this in the context of employee references.

Registrar Phillips will provide the transcript request form to AVP Burgess. AVP Burgess will draft a brief statement for review at the next meeting of the Council of Deans.

4. Around the Table

Von Underwood, Dean, School of Liberal Arts
• The CU@SC Victorian High Tea on December 4 is already a “sell out” but the room is being expanded to accommodate others if interested. Dr. Vivian Thomlinson is providing the informational material about the time period.

Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
• Dr. Marco Columbus hosted a group of Geronimo 8th Graders on campus to promote college preparation. He will host a group from Mountain View-Gotebo in the near future.
• The Kappa Delta Pi honor society has been reinstated with 44 new initiates.
Sylvia Burgess, Associate Vice President for Academic Affairs
• Lisa Wolfe continues to host Friday technical training sessions to support ITV and online teaching
• Grant opportunities for Fulbright Scholars – we wish to host more scholars on campus to increase opportunities and diversity experiences for our students
• Nam Hoai Do, of Oklahoma City, is a senior audit associate with Eide Bailly in Oklahoma City. She was awarded a Gold Medal award for scoring highest over Window III of the 2009 CPA Exam. Do earned her bachelor’s degree in accounting from Cameron University.
• Ten ASCOG accounting internships are available
Debbie Goode, Director, Information Technology Services
• Successful first data load of General Person data for Banner conversion with next phase in January.
Linda Phillips, Registrar
• Banner conversion and Spring 2010 enrollment continue. There will be a three day go live session next week.
Sherry Young, Director, Library Services
• Online library instruction tutorial consortium supported a reception for Cameron University students to provide feedback to the librarians on a wide variety of topics in order to improve library services.
Reza Kamali, Dean, School of Science and Technology
• Eleven students will be competing in the Putnam Examination in mathematics this weekend.
• Military Science completed the first Fort Sill/Cameron Army ROTC Partnership Program. Eleven Field Artillery Captains Career Course officers talked to our senior class and discussed life as a company grade officer including leader expectations.
Buddy Odom, Dean, School of Business
• Insurance Commissioner Kim Holland presented at the recent Business Forum hosted by the Business Research Center.
• Tonight at 5:30 p.m., the School of Business is hosting a pizza reception in the second floor interaction area in order to receive student feedback. The students in Ken Masters’ Policy class are the invitees.
Tom Sutherlin, Director, Institutional Research and Assessment
• Handout on the purpose and role of assessment from the HLC Handbook of Accreditation
• Handout with a summary of the PQIR process including concerns and comments
• The conversations occurring at the PQIR program presentations have been appropriate and productive
John McArthur (on behalf of Susan Camp, Director, CU-Duncan)
• CU-Duncan will hold a Finals Breakfast on Wednesday, December 9 from 7:30 a.m. until 10:00 a.m.
• CU-Duncan Tree Lighting will be on December 10 from 6:00 p.m. until 8:00 p.m.
• Thank you to the Deans and Chairs who have reminded faculty to adhere to finals schedule. Proctors are scheduled for the designated day/time and unexpected departures from this schedule are sometimes difficult to manage.

John McArthur, Vice President for Academic Affairs

• Handout on materials associated with a new journal from Fort Hays State University focused on state comprehensive universities – “Teacher-Scholar: The Journal of the State Comprehensive University” as a fully peer-reviewed publication for universities with compositions and missions similar to Oklahoma regional institutions.

5. Upcoming Meetings and Events
   a. Council of Deans – 3:00 p.m. on Tuesday, January 5, 2010
   b. Council of Chairs – 3:00 p.m. on Tuesday, January 12, 2010 in HH107
   c. Regents Meeting Dates (for curriculum proposal purposes)
      i. The University of Oklahoma Board of Regents

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<td>June 21-23, 2010 (Retreat)</td>
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ii. The Oklahoma State Regents for Higher Education
   1. Thursday, December 3, 2009, 9 a.m.
   2. Thursday, January 28, 2010, 9 a.m.
   3. Thursday, March 11, 2010, 1 p.m.
   4. Thursday, April 22, 2010, 9 a.m.
   5. Friday, May 28, 2010, 1 p.m.
   6. Thursday, June 24, 2010, 9 a.m.
   7. Thursday, September 9, 2010, 9 a.m.
   8. Thursday, October 21, 2010, 9 a.m.
   9. Thursday, December 2, 2010, 9 a.m.

d. Banner Dates
   i. Go Live Dates
      1. Human Resources        January 2010
      2. Finance                January 2010
      3. Advancement            January 2010
      4. Luminis (Aggie Access) January 2010
      5. Financial Aid          February 2010
      6. Student                March 2010 (for Fall 2010)
      7. Accounts Receivable    July 2010

   ii. Chair, faculty, and staff training commences – Fall 2009 through March 2010

e. HLC Self-study and site visit dates
i. Self-Study draft completed – December 15, 2009
ii. Dissemination of Self-Study and comment period – February 2010
iii. Campus contingent attends HLC Annual Meeting – April 2010
iv. Site Visit – November 8 – 10, 2010
f. Lawton Holiday tree lighting – Thursday, December 3, 2009 at 6:00 p.m.
g. Duncan Holiday tree lighting – Thursday, December 10, 2009 at 6:00 p.m.
h. Holiday community receptions at Cameron House – Sunday, December 13, 2009 from 2:00 to 4:00 p.m. and Monday, December 14, 2009 from 5:30 to 7:30 p.m.
i. Holiday faculty and staff reception (tentatively at Cameron House) – Thursday, December 17, 2009 from 4:00 to 5:30 p.m.
j. DaVinci Fellows initial nominations due to VPAA – January 21, 2010
k. DaVinci/Martin Scholars nominations due to VPAA – January 28, 2010

6. New Business

No new business was presented

Meeting Adjourned at 5:00 p.m.