Deans' Council Notes  
August 18, 2004

I. Faculty/Staff general meeting on August 20, 2004:

   Notes regarding the upcoming meeting:
   a. Cameron spirit day attire
   b. Be prepared to briefly introduce new folks in your area.
   c. Introductions will be done from a mic in the front of the theatre. You will not be on stage.
   d. All faculty are invited to attend. Office coverage should be supplied through staff.

II. Festival VI status

   Tom Sutherlin pointed out that Kelly Gilbert, new director of SWAHEC, would likely be a good addition to planning activities for the Festival.

III. Fair Labor Standards Act Information – Non-exempt are restricted to 40 hours/week defined from Sunday morning to Saturday night. If they exceed 40 hours in a week they are entitled to overtime at a 1.5 hour per hour rate or comp time that same week. If comp time is deferred to a later week it is at the rate of 1.5 hours per hour of overtime. This affects department and School secretaries and several other positions on campus.

   Question was raised about ¾ time staff. They still are not eligible for overtime until they reach 40 hours per week.

IV. Staffing Needs for '05-'06. Deans have submitted theirs. Also need other staff requests to form complete picture.

V. Planning time with me for '04-'05. Please schedule a time through Yvonne to meet with me regarding your plans for '04-'05. Plan for an hour – these sessions may or may not take that long. Please find a time between August 30 and September 3.

VI. Discussion of off-campus scheduling process.

   Typically off-campus scheduling (Duncan, Ft. Sill, other sites) has come from the Office of Educational Outreach. With the change in status of Susan Camp in Duncan and her increased role in scheduling there, this process has become a little fragmented. Prior the issuing of off-campus requests for the Summer and Fall 2005 semesters this process will need to be smoothed out.

VII. Calendar notes

   August 27 – Meeting for new lectureship award winners, their chairs and deans
   September 28 – Lectureship recognition dinner
   October 15 – Convocation
October 29 – Research day at UCO
November 9 – Hackler Award Dinner
November 10 – OU – CU basketball game – Lloyd Noble Arena

VIII. Around the table.

*Tom Sutherlin – PQIRs to Deans no later than the end of October.*

*Debbie Goode – All adjunct faculty need to have their names assigned to courses in CAMSIS and fill out a new C3.*

*Lloyd Dawe – With Research Day at UCO approaching and the Lectureship Award Dinner coming up faculty have made some contact with Tom Russell in Technology regarding poster preparation. Tom prints the posters – he doesn't design them. Previously it had been the Academic Research Coordinator that helped with design and getting them ready for Tom. The suggestion was made that design issues still go to Lloyd's office for handling.*

Continuation with Deans only.

IX. Discussion regarding planning process for faculty.

*The "form" seems to be contributing to considerable stress. We may be better served moving away from that.*

X. Post-tenure review status. We are up to four volunteers without officially putting out the word. This process kicks off in the Spring so we have some time to solicit for volunteers and set out a schedule for future evaluations.

XI. Handbook topics:

There will be several during the year but I wanted to highlight some that we will need to address early.

Under Temporary Faculty it is indicated that we will readvertise every year for these positions. There are approximately 40 that fall into this category this year. I suggest we remove the advertising every year from the description.

*Deans were in agreement with this though there was some concern this may have been a legal thing. That will have to be explored.*

Several of these forty are long-time temporaries that participate in many parts of the University structure. I would recommend we consider moving these from Temporary Instructor to Instructor (which is non-tenure) track to make them a part of the Regular Faculty. We may want to consider length of service or other criteria to make the move.

*Deans were agreeable to such a move.*

If we remove the requirement for advertising every year from Temporary, we could leave the three Temporary Assistant professors currently listed (there are a few others that are ABD) where they are without affecting their titles or status.
Should instructors and lecturers and temporaries suggested for larger loads in the Handbook – perhaps fifteen hours? Should their evaluation weightings be indicated differently from tenure-track positions? The feeling is that these areas need to be laid out more clearly in the Handbook. That will certainly be a topic for consideration this year.

There was also some discussion regarding the distinction between Lecturers and Instructors. In some areas Lecturers are assigned only to remedial courses and instructors have wider ranging teaching assignments. Some areas don't seem to distinguish much between the two.