DEANS’ COUNCIL MEETING

June 12, 2013

Attendance: Ralph Byington, Interim Provost; Carol Osborne for Dan Ennis, College of Humanities and Fine Arts; Debbie Conner, Student Affairs; NellJean Rice, University College; Barb Ritter, College of Business; Edward Jadallah, College of Education, Mike Roberts, College of Science; Barbara Burd, Library Services; and, Jim Luken, Graduate Studies

Report on State Authorizations

Tim Meacham and BJ Landrum, representing University Counsel, presented information on the need to take action on state authorizations in order for the university to be compliant with the State Authorization Regulation Chapter 34. Tim defined online programs as those programs where more than 50% of the courses were delivered in an online format. BJ passed out an overview of the regulations, state-by-state authorization requirements, and a draft of a state authorization complaint link requirement.

BJ mentioned two criteria that need to be met:

- Authorizations from states—BJ suggested sending out letters to states asking for authorization.
- A way for students to make complaints—the forms that BJ passed out will fulfill the criteria for this requirement.

Action items:

- John Beard will develop a letter with input from university counsel and send this out to state agencies.
- Complaint forms will be linked from various university web pages, including any that relate to distance learning or student complaint process.

Mike questioned degree completion programs whether face-to-face credits transferred in to our online program would be reflected in total credit hours or if we had to look at only the CCU credit hours to determine whether the program is over 50% online.

Action item:

- Tim said he thought CCU’s credit hours would be the determining factor, but would check with CHE on this.

Ed expressed concern about academic partnerships and the education courses.

Action item:

- Ed will take the lead in discussion with academic partnerships to find out how state authorizations impact this.
Ralph emphasized that our commitment is to South Carolina residents first and then to out-of-state students.

**Distance Learning Structure**

There was general discussion about how online learning should be structured within the university structure and the role of CeTEAL or another venue to provide the support structure. It was mentioned that structure defines message and that care should be taken to provide for professional development of faculty whether teaching in the classroom or online. An important question to address is “who are we serving?”

Ralph suggested three guidelines: (1) curriculum belongs to the colleges, (2) there needs to be a consistency in method of delivery of content, and (3) there needs to be a physical structure. Joe Winslow will provide the physical structure as Interim Director of Distance Learning.

**Action Item:**
- Ralph appointed Barbara and Ed to develop a plan for how online learning and faculty development should be structured, emphasizing faculty participation in this process.

Ralph passed out data on course offerings after 4pm and asked that deans explore how to add more options for students, especially for distance learning.

**Honor’s Structure**

There are two issues with the current honor’s program: faculty don’t want to lose good students in their classrooms and students don’t necessarily want to take the more difficult honor’s courses.

Nelljean provided background on the honors program at CCU. The current program does not offer appropriate incentives to students to participate. Nelljean passed out data on the current functions of university college as compared to select peers and aspirants.

Debbie mentioned that one of the new housing facilities will have an honor’s community.

There was common agreement that honors needs to have a more interdisciplinary core with the current H courses serving as discipline requirements.

Mike discussed his experiences at prior institutions and suggested a university honors committee and possibly a thematic approach to courses that may make honors more interesting.

**Action item:**
- Nelljean will work with Michael Ruse to develop a university committee.
Retention by Department

Ralph addressed the retention issues and said that the deans need to focus on getting to a 65% retention rate.

Mike remarked that students come into sociology and psychology with little knowledge of the major.

Action item:

Deans are asked to write a short analysis of why numbers are what they are.

Ralph mentioned there is a test to help students determine their major. Nelljean said that there is a test administered to students in their FYE course that examines Myers-Briggs and vocational interests and suggested that these may be underutilized. Currently career services offers workshops as part of FYE and students are referred to them.

Action item:

- Review tests currently being administered and determine if there is a better way to utilize the information.
- Review other tests to see if there are better options.

Ralph passed out data on the number of 100 and 200 level courses taught by full-time and part-time faculty. This was for informational and planning purposes.

KPI's

Chris is working on a dashboard for key performance indicators. Part of this will be public information and part password-protected. Data will be used for planning.

Ralph passed out credit hour reports.

Action item:

- Deans should provide Ralph with an explanation of large changes so he is prepared to answer any questions about this.

Orientation

Debbie reported that orientation numbers are still low compared to last summer. Personal phone calls are being made to encourage students to sign up for orientation. Over 95% of freshmen who attend orientation matriculate; 85% of transfer students who attend will matriculate. Projection is that enrollment will be lower than last year; transfers are down. Ralph suggested that colleges may be able to make some specific contacts. Debbie said that there will be an email sent out with a “click if you’re coming” option. Overall, there has been positive feedback on the orientation programming. One concern is that in some academic department meeting individuals did not show up on time.
Action item:

- Debbie will let the deans know what departments were involved and the deans will contact the faculty to ensure this is resolved.

Announcements

Barb Ritter was welcomed as new interim dean for the college of business.

Nelljean wanted to discuss improving communications between and among faculty, deans, and board of trustees. Ralph said transparency will be his priority, so faculty will be aware of what’s going on. Deans should attend the board’s academic affairs meeting, general meeting and CHE meetings as needed. Nelljean mentioned the need for deans to know what’s happening at associate deans’ meetings. Ralph said he would discuss this communication with John Beard.

There was a consensus that forms need to be moved to an electronic format. Scanned PDF’s are not sufficient. Associate deans should address this.

Future Agenda Items

Placement of Women and Gender Studies in university structure

Placement of Director of Core Curriculum in university structure

Respectfully submitted,

Barbara Burd, Dean of Library Services

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