Leadership Team Minutes  
Wednesday, November 2, 2016, 9:00-10:18  
333 Willard, Stillwater/ 2205 MCB, Tulsa

<table>
<thead>
<tr>
<th>Leadership Team Members Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Koch, Interim SAHEP School Head</td>
</tr>
<tr>
<td>Susan Stansberry, Interim SES School Head</td>
</tr>
<tr>
<td>Jennifer Sanders, STCL School Head</td>
</tr>
<tr>
<td>Trish Hughes, COE P&amp;P Chair</td>
</tr>
<tr>
<td>Ed Harris, COE FDRC Chair</td>
</tr>
<tr>
<td>Sue Parsons, COE Student Affairs Alternate</td>
</tr>
<tr>
<td>Mike Yough, SAHEP faculty</td>
</tr>
<tr>
<td>Hugh Crethar, SAHEP faculty</td>
</tr>
<tr>
<td>Penny Cantley, STCL faculty</td>
</tr>
</tbody>
</table>

**Review and approve previous meeting minutes**  
Dr. Sanders motioned to approve minutes with edits and Dr. Harris seconded. The minutes were approved.

**Julie Koch, Interim SAHEP School Head**  
On Friday, SAHEP will have a faculty meeting and research presentations by untenured faculty. They have also invited a nursing director candidate to interview on November 9th. Dr. Koch attended a meeting of department heads and the provost has developed a new A&D document that includes a new required A&D template that will be required. Changes can only be made to the template with Provost approval. School heads should share this with faculty.

**Susan Stansberry, Interim SES School Head**  
Dr. Mwavita spoke for Dr. Stansberry. The Flying Aggies Flight Team placed first in the National Intercollegiate Flying Association SAFECON Region VI Competition, in October. They defeated eight other schools to win the region and secured a place in the national competition in May 2017 in Columbus, Ohio. A group from SES, Dr. Utley, and Dean Romans visited the Johnson Space Center on November 27th to discuss the NASA education contract. Dr. Mwavita congratulated Dr. Steve Marks on a great job. SES is focusing on bringing GRA and GTA’s together in an online community and with workshops. They want to create a collaborative culture. This has resulted in a big increase in graduate students presenting in conferences and they recently presented in AERA.

**Jenn Sanders, STCL School Head**  
STCL cumulative reviews are underway and are being reviewed. Tulsa based programs are working to put together a 5-year plan. This includes recruitment efforts to take place. They are asking other programs with successful recruiting in the COE for advice. Special Ed, SMED, Literacy and Elementary Ed are focusing on what to do to recruit better in Tulsa and the surrounding Tulsa areas. STCL faculty are looking at their program structures differently to make possible changes to increase enrollment. STCL has had great grant proposals and some
math science partnerships. NCATE changed to CAEP and there are significant changes in the policy. The programs are learning these new policies. STCL faculty recently attended an OACTE meeting to learn new regulations and requirements. Professional Ed is working to develop their public message and to articulate goals, to counter negative messages.

**Ed Harris, COE Faculty Development and Research Committee Chair**
FDRC will meet today to discuss sabbaticals and faculty awards. Their main focus this semester is revisiting and revising the purpose of FDRC. FDRC is working with Dr. Utley and will put this before FDRC and then bring it to LT in about a month.

**Trish Hughes, COE Planning and Programs Representative**
P&P will be meeting today.

**COE Student Affairs Committee**
Dr. Davis stated that scholarships were posted on the website yesterday and students will receive emails encouraging them to apply.

**Al Carlozzi, Tulsa Faculty Representative**
Dr. Fry is meeting with Tulsa faculty on a regular basis. The Associate Provost search is under way and may be filled by end of semester. There have been no scheduled interviews with the faculty.

**Juliana Utley, Interim Associate Dean for Research, Engagement, and Graduate Studies**
Endowed chair and professorship searches are going well. Nominations for the Laurence L. and Georgia Ina Dresser Professorship in Rural Teacher Education will be reviewed on Friday. Tim Schlais is working on grant numbers. In the first quarter of the calendar year from July to the end of September, the COE increased dollar amounts of funded money from grants, contracts and the foundation. Endowed chair expenditures will run through Brenda brown. Travel or purchases will run through Brenda to make sure things run through the correct account.

**Bob Davis, Associate Dean for Academic Affairs**
Dr. Davis provided a section from the OSU catalog from university regulations regarding pre-finals week. Faculty are not to exceed 5% during finals week. New courses and course modifications will go before Instruction Council in early December.

**Dean Report**
The Homecoming Associate and Alumni meeting went well. Our associates enjoyed talking and interacting with faculty and Dr. Romans thanked faculty for attending. The COE also hosted a few prospective donors over the weekend. Dean Romans discussed drafts of restructured Associate Dean positions and asked for input and comments. We are looking for internal candidates and Dean Romans gave the group time to provide input. A couple of changes were made within the positions to adjust the workload. The primary change is having the Associate Dean for Academic Affairs to include undergraduate and graduate studies. This makes sense for
the interactions with the registrar, financial aid and Whitehurst. The Associate Dean for Research, Engagement, and Administration is more of the faculty side of the operation with finance and HR. The word engagement has been a big topic on campus and international outreach is the one area that doesn’t fall neatly into one position. We don’t have money to do external searches for these positions. It makes sense to put our current resources to areas of growth. Leadership team discussed a timeline and procedure for nominations.

- Schools will discuss the associate dean positions at their school meetings and provide feedback to Dean Romans by Monday, November 7th at 5:00
- A call for applications for the Associate Dean for Research, Engagement, and Administration will be emailed to faculty on Wednesday, November 9th
- Applications will be due on November 28th at 12:00
- Dean Romans will put together a search committee and the role will be filled by the end of the semester
- School Heads should encourage faculty who have demonstrated leadership to apply

Dean Romans thanked Dr. Utley for her service as Interim Associate Dean. Dean Romans also thanked everyone for their input and patience and asked the School Heads for input on summer planning. We’re looking at data regarding budget concerns and working hard to plan ahead. We’ve had conversations with School Heads and it is time to see the challenge with reorganization and program needs in terms of lecturers. We want to have a budget in place by March. So far, our credit hours are not down. Dr. Robin Fuxa is working on Professional Education Unit PQ’s with Dr. Stansberry’s transition to Interim SES School Head.

**Discussion Topics**

Dean Romans discussed the reorganization process and timeline. He has been meeting with program areas to discuss reorganization and there have been good conversations with faculty. The program meetings were scheduled for open discussion and to dispel rumors. He has been pleased with the honest conversations and has heard faculty frustration with the process. This is not an ending point and there are no perfect configurations. This is a chance to grow and we are still working to have a timeline complete by end of semester. Dean Romans has secured one external consultant and is in the process of securing another one. Please continue to share ideas and concerns and meet with Dean Romans.

During Homecoming, Dean Romans presented a broad overview of reorganization and new degree news to alumni and associates. The conversation ended with college naming questions. He is also keeping the Provost informed of COE reorganization discussions and they recently discussed the word “health” in the college name. It is time to come back to idea of the college renaming. We’ve had conversations on campus on health initiative that has been a push across campus. Leadership Team discussed changing the name of the college. Adding “health” to the name of the college would grab more attention and members liked the idea of coming together as a college to decide on what the name should be. The name change does not have to wait until after reorganization because the programs are not changing. Dr. Romans thinks we need something more broad to describe what we are. For those in non-teacher prep, they feel that no one knows health is in the COE. Aviation is buried in the COE but they still seem get their
program out. Leadership Team members provided input on the name change process. The dean’s office will put together a week long Qualtrics survey to gather suggestions for the college name from faculty and staff.

Dr. Carlozzi explained that we should reorganize first because we don’t know what the outcome of reorganization will be. Dean Romans thinks pushing ahead with the name is a good idea. The university could accept our change or request another one. We should go ahead and push our agenda as a COE. Dr. Carlozzi explained that a reason to wait for the name change is because program areas could move to another college. This could affect the name. Dr. Koch stated that changing the name could be a push to show our COE vision. A name change would be a bold statement and we need to embrace it. Dr. Harris explained that this will promote community and it is a way to unite people. At the last town hall meeting, some health faculty said they are doing fine but we could always do better on a national and international stage with more visibility. We will find any real objections and spend time and effort to have discussions after the survey results are collected.

OSU Tulsa
Pam fry has been meeting with faulty in Tulsa. Dean Romans and Dr. Sanders will meet with Dr. Fry on Thursday to discuss elementary education in Tulsa. Overall, there is energy and excitement. Dr. Fry and Dr. Johnson have ideas on elementary education so Leslie Evans is looking into it. We really want the COE to be a leader in this area. Dean Romans wants to continue discussion on charter schools.

Meeting ended at 10:18 a.m.
DRAFT Associate Dean for Research, Engagement and Administration

The Associate Dean for Research, Engagement and Administration serves as the executive officer to assist the Dean with matters regarding faculty development and research, engagement and outreach activities, and administration activities. The Associate Dean is charged with advising the Dean and cooperating with other administrators within the College in the development, improvement, and implementation of plans embracing research policy and general college administrative support.

Research
- Through the Office of Research Administration, promotes and facilitates procurement of external and internal funding for College research and teaching activities
- Conducts and coordinates seminars for faculty and graduate students on effective approaches to grant procurement
- Coordinates sponsored research activities and programs within the College
- Serves as liaison and ex officio member of the Faculty Development and Research Committee
- Serves as the authorized representative of the College on appropriate University and College committees and documents related to research and grant activities
- Works with faculty in developing and strengthening teaching and research skills
- Coordinates unsponsored research activities and programs within the College
- Coordinates and administers new faculty research startup programs

Administration
- Coordinates a College-wide faculty development program for faculty members
- Coordinates and administers new faculty development programs
- Works with CFO and the Dean on College budget development and administration
- Works with College HR staff on hiring and development procedures for faculty and staff across the college
- Provides oversight to the COE Technology Unit
- Assists academic Unit Administrators and the Dean with all COE ARPT activities
- Provides support and Assistance to COE endowed chair and fellowship holders
- Coordinates College wide space and other resource allocation

**Engagement**
- Represents the COE on University engagement and outreach councils
- Facilitates entrepreneurial activities of COE faculty and academic units
- Facilitates COE international activities and serves as liaison to International Advisory Committee
- Works with OSU foundation and others on engagement activities with private foundations
- Facilitates relationships with external constituents in the community including educational organizations, governmental bodies and industry groups

**General**
- Provides guidance and assistance to the Dean regarding long-range goals and objectives for the College
- Typically teaches courses in the department where rank is held, and serves on graduate student committees
- Assumes responsibility for other assignments as delegated by the Dean
- Maintains a personal research agenda and demonstrates personal scholarship
- Maintains a commitment to and active involvement in professional service
DRAFT Associate Dean for Academic Affairs

The Associate Dean for Academic Affairs serves as the executive officer to assist the Dean with graduate and undergraduate programs and is directly responsible to the Dean regarding graduate and undergraduate academic affairs, assessment, and student services. The Associate Dean is charged with advising the Dean and cooperating with other administrators within the College in the development, improvement, and implementation of the plans embracing general graduate undergraduate academic policies and programs and college wide assessment.

**Academic Affairs and Assessment**

- Serves the College in a liaison capacity with other offices on campus and with appropriate off-campus agencies regarding undergraduate studies and assessment

- Coordinates the college-wide undergraduate academic activities among faculty and administrators

- Serves as liaison and academic representative on University committees charged with policy development, implementation, and administration of undergraduate and graduate instructional programming and assessment

- Coordinates undergraduate and graduate program initiation and modification, course actions, degree requirements, and enrollment management

- Serves as liaison and ex-officio member of the College of Education’s Program and Planning Committee

- Represents the College on the University Instruction Council and Assessment Council

- Coordinates graduate and undergraduate program initiation and modification, course actions, degree requirements, and enrollment management

- Coordinates the College’s assessment activities

- Promotes undergraduate scholarship and coordinates the Honors and Wentz programs for the College.

- Promotes long-range planning for strengthening and expanding undergraduate programs; includes defining objectives, developing strategies, and evaluating progress

- Oversees graduate and undergraduate Student Academic Service

- Provides oversight for the COE academic Student Services Area

- Develops and facilitates a program for recruitment and retention of a diverse graduate and undergraduate student body
• Administers college-wide student scholarship and other financial aid programs

• Administers follow-up surveys with current and former graduate undergraduate students and other appropriate constituencies

• Administers the College graduate and undergraduate student database management systems related to internal, state and national agency needs

• Serves as liaison and ex-officio member on the College of the Education’s Student Affairs Committee

• As part of the College administrative team, confers with and advises the Dean on the graduate and undergraduate academic aspects of the College’s priority outreach, services, and engagement programs

• Reviews proposed graduate and undergraduate outreach courses and programs

**General**

• Provides guidance and assistance to the Dean regarding long-range goals and objectives for the College

• Typically teaches courses in the department where rank is held, and serves on graduate student committees

• Assumes responsibility for other assignments as delegated by the Dean

• Maintains a personal research agenda and demonstrates personal scholarship

• Maintains a commitment to and active involvement in professional service
3.12 Pre-Finals Week.
Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test or examination accounting for more than five percent of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments or projects made prior to pre-finals week, and independent study courses. No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. Additional information may be obtained from the student services office of each college or the Office of Academic Affairs.