Dean’s Student Advisory Committee  
College of Arts and Sciences  
4:30 p.m., Wednesday, April 20, 2011  
132 Ellison Hall

MINUTES

Dean’s staff in attendance: Dean Paul Bell, Jr., Assistant Dean Rhonda Dean Kyncl, and Susan Bayliss.

Dean Bell welcomed the committee to the last Dean’s SAC meeting of the academic year. He then turned the meeting over to the SAC Chair, Tony Boese. Tony called the meeting to order, then asked the group if they had any questions or concerns they would like to bring to the attention of the Dean. Dean Bell followed up by asking the group if any would like to tell about their experience at OU this year and if there were any ideas to make next year a better year.

One student stated that stops are not being lifted after one has already met with his/her advisor. Rhonda Dean Kyncl responded that advisors can lift advising stops only. Enrollment Services is responsible for lifting bursar stops, etc. Each day, in A&S advising, a list is compiled of non-advising student stops that need to be lifted, and this spreadsheet is emailed to Enrollment Services. If these stops have not been lifted within 48 hours, A&S advising follows up with Enrollment Services. If the request is urgent, they will call Enrollment Services. All of the colleges on campus are doing this every day.

A Religious Studies major suggested that the college include a FAQs page on its website, whereby A&S students can find information such as the best time for advisement prior to enrollment, issues related to oZONE that can affect students in the college, etc. He pointed out that the Religious Studies department posts information for students such advisement, where to find course offering lists, etc., as well as upcoming events.

With respect to making needed changes to oZONE, Rhonda Dean Kyncl said that in addition to oZONE representatives meeting with a campus-wide provost advisory committee the first part of April, she will be meeting with them in May to address issues related to Arts and Sciences.

A graduate student, who has sent some of her students to the Writing Center to help improve their writing skills, has not noticed a marked improvement in their papers. Dean Bell advised her to call the director, Michele Eodice.

With respect to department SAC meetings, one student stated that her department did not call any meetings this year. Dean Bell responded that the majority of departments do meet with their students. Nevertheless, he will make it more clear to departments that these meetings are a necessary part of student-department communication.

Dean Bell asked if any of the group were planning to take summer courses. To make finding courses easier, a summer session classNav (http://www.ou.edu/content/summersession) website
has been established, whereby students can search for summer classes, using a number of different criteria. Fall and spring courses will be added to classNav. No log in is required.

A student brought up the fact that some finals are scheduled during the time of commencement. While she said her instructor made other arrangements because the final time did coincide with commencement, she asked if there was a policy in place that addresses this situation. **Update:** Per Rhonda Dean Kyncl, as stated in section 4.7 of the Faculty Handbook, “…an unavoidable academic conflict of compelling importance. For such a conflict to be considered as grounds for rescheduling a final examination, the activity must be directly related to the student's academic work in the University," Therefore, according to this, the student may reschedule the final exam. This rescheduling would have to go through the proper channels: from the student, to the instructor, to the Dean’s office.

Another student asked the Dean if there was any protocol to follow to complain about one of his/her professor’s unprofessional behavior. The Dean advised to first speak with the chair of the department. If the student feels nothing was accomplished by meeting with the chair, they should email the college at cas@ou.edu or they can email the Dean directly.

Several students stated that they cannot get wireless internet on the first floor of both Dale Hall and Dale Hall Tower. The Dean responded that both buildings are slated for classroom renovation, and better wireless internet access will be included. Approved for Summer 2011 is IT and wireless internet upgrades to classrooms 103, 128, 206 and 218 in Dale Hall, and, in the Fall 2011, a tentative complete renovation, including new furniture and IT upgrade is planned for 104 Dale Hall Tower.

A student, whose major department is in Dale Hall Tower, expressed concern about getting information on where the departments moving from Dale Hall Tower are relocating to and where any shared-faculty and advisor offices on main campus will be. Dean Bell explained to the group that all of the departments in Dale Hall Tower will be relocating after the spring semester for about one year while the west brick façade is being torn down and replaced. He said that History, Philosophy, and Political Science will be moving to Building 4 on South Campus, while Anthropology will be in the recently renovated Cate 4 building, and Psychology in the old Chemistry building. All five of these departments are to update their websites to identify the location of their new offices and any temporary faculty and advising offices on the main campus. When all the information is available, it will be added to the college website.

Dean Bell advised the group that, beginning in the fall semester, most fees, except the college technology fee, will be consolidated into one fee of $12.75 that A&S students will be charged per credit hour. The Regents enacted this change to help simplify student’s bursar bills. The A&S technology fee is $5 per credit hour, compared to other colleges that range from $18 to $30.

Dean Bell reminded the group that commencement will be held on Friday, May 13, 7:00 PM, in the Oklahoma Memorial Stadium. The A&S convocation will be the following day, Saturday, May 14, 10:30 AM, in the Lloyd Noble Center. Graduating students need to arrive at 9:45 AM.
Dean Bell also reminded the group about Green Week. One student offered that a housing and food social responsibility fair would be held on the Union Patio on Thursday, April 21, 11:00 AM - 1:30 PM.

Tony Boese adjourned the meeting.