

## Academic Council Notes

September 24, 2013

BA 290

### Academic Council Members in Attendance:

- Dr. Adolfo Benavides, Provost and Vice President for Academic Affairs
- Dr. Dan Edelman, Associate Provost for Academic Affairs
- Dr. Arlene Horne, Vice Provost for Research and Dean of Graduate Studies
- Dr. Marila Palmer, Associate Provost for Institutional Effectiveness and Planning
- Dr. Kenneth Clinton, Associate Vice President for Global Initiatives
- Dr. Dale Funderburk, Interim Dean, College of Business and Entrepreneurship
- Dr. Sal Attardo, Dean, College of Humanities, Social Sciences and Art
- Dr. Grady Blount, Dean, College of Science, Engineering and Agriculture
- Dr. Gail Johnson, Interim Dean, College of Education and Human Services
- Mr. Greg Mitchell, Director of Libraries
- Dr. Ray Green, Dean, Honors College
- Dr. Ricky Dobbs, Dean, University College
- Dr. Edward Romero, Chief Diversity Officer and Director of Equal Opportunity
- Mr. Joe Daun, Department Head Representative

### Others in Attendance:

- Dr. Mary Beth Sampson, Associate Dean of Graduate Studies and Research
- Ms. Cynthia Rhodes, Executive Assistant to the Provost

Minutes recorded by Cynthia Rhodes.

**Procedure 11.04.99.RO.12 – “Master and Doctoral Assistantship”** – Dr. Benavides asked about item 1.3 “Each applicant will file with the Graduate School at last 30 days before registration for master’s/specialist and doctoral level enrollment and 90 days before registration for international student enrollment, the following . . .” Dr. Sampson replied that the Graduate School tracks this action. When the college sends a recommendation to the Graduate School, the Graduate School sends a letter to the student. The Graduate School also sends a missing document report to the student via their myLeo electronic mail. There have been problems with students not checking their myLeo mail. Students are allowed one semester to provide the missing document(s). When the student is in provisional status, they are not eligible for financial aid, and they are not permitted to register for classes until the next semester. Provisional admission is not the same as admission to the program. If a student is non-degree, they are admitted to Graduate school, but they are not eligible for financial aid. Students are not allowed to remain in a non-degree status for more than 12 semester hours. Dr. Sampson reminded deans that colleges can check on students’ status via Webfocus. Dr. Blount stated that Webfocus is difficult for individuals to access if they do not use it on a routine basis. The Graduate School was asked to send Webfocus weekly reports to the colleges.

**Action Item:** Dr. Benavides asked the Graduate School to provide the colleges weekly reports (Tuesday and Thursday) showing complete and incomplete applications. Dr. Sampson said she would go back to her office to determine if the reports could be provided as requested. This item will be placed on the next week’s Deans Council meeting.

**Procedure 11.04.99.RO.02 – “Basic Skills Requirements”** - Dr. Dobbs presented a proposal to revise this procedure. At today’s meeting, Deans Council members voted and approved the revision unanimously with the following stipulations:

- Acronyms to be spelled out;
- Reference to statues should be cited;
- Change wording to “successful” completion rather than just completion.

**Action Item:** Dr. Dobbs will make the requested changes and resubmit the annotated document to the Provost Office (Cynthia Rhodes) for submission to the Compliance Office.

**Procedure 11.04.99.RO.12 – “Master and Doctoral Assistantship”** – Dr. Blount asked what kind of hours (i.e. semester credit/clock/contact) was intended in the wording of items 6 and 7. Drs. Blount and Attardo recommended that the required workload for each GA category (GAT/GAR/GANT) be define. Dr. Sampson stated this policy supports a Systems policy.

**Action Item:** Dr. Benavides asked the Graduate School to review this procedure. Dr. Sampson said the Graduate Council will be glad to look at procedure particularly the wording in item 6 and defined workload for the different graduate assistantship categories.

Dr. Palmer noted satisfaction that item 12 requires GAT to be assessed by their students and their department head/faculty supervisor. Dr. Sampson stated that the evaluations are not maintained by the Graduate School but rather are to be completed and retained by/in the departments. Council members agreed a standardized form needs to be developed and used when assessing graduate assistants. There is currently a GA accountability form, but it does not reflect how well the GA’s have performed.

**Action Item:** Joe Daun will work with the Graduate School to develop a standardized form to evaluation all graduate assistants.

**Procedure 13.99.99.RO.19 – “Graduation Checking”** – Council members suggested the Registrar attend the next Deans Council meeting to discuss the proposed revision.

**Action Item:** Following today’s meeting, Paige Bussell was invited to attend the Academic Council meeting on October 22, 2013. Ms. Bussell plans to attend and discuss the proposed procedure.

**Procedure 15.99.01.RO.01 – “Human Subjects (Participants) Protection”** – Dr. Horne presented a proposal to revise this procedure in order align it with federal regulations. In review of the proposed document, Dr. Horned wanted to review the training section more carefully and at the dean’s requests will add language to show a minimum of one course reassigned time per semester. Suggestion was also made to clarify the word “Board” to define what Board (i.e. IRB).

**Action Item:** Dr. Horne will make the requested changes and resubmit the annotated document to the Provost Office (Cynthia Rhodes) for submission to the Compliance Office. The annotated document was received and at the provost’s request, the proposal will be reviewed for approval at the next Deans Council meeting.

**Master of Science in Computational Science** – Dr. Attardo stated this was a program with the “wow” factor. The program involves three academic colleges: College of Humanities, Social Sciences and Art, College of Science, Engineering and Agriculture, and the College of Education and Human Services. The program was approved a couple of years ago. Dr. Blount expressed his opinion that this is an excellent example of cross disciplinary work which will broaden the awareness of students. Ideally, it will generate awareness of undergraduate students in different fields. Dr. Attardo’s presentation was informational only as there was no identified action needed by the Council at this point.

**Chancellor's Academy of Teachers Educator** – This will be the second year for the Chancellor's Academy of Teachers Educator award. A selection committee needs to be developed. Members will consist of each academic dean and a department head from each academic college. Last year's recipient, Dr. Barbara Hammack, will also serve on the selection committee. Dr. Benavides asked that each dean submit the name of a representative for their college.

Upon the Chancellor's call for nominations of the Chancellor's Academy of Teacher Educator, the deans should notify their department heads and faculty. Nominations can be submitted from deans, associate deans, department heads, directors, college/department committees, faculty staff and/or students. Self-nominations will not be accepted.

**Action Item:** In addition to each college dean serving on the selection committee, the Provost asked that deans submit the name of a department head to serve on the selection committee as their college representative.

**Action Item:** The deadline for the selection committee to submit their recommendation to the Provost for a nominee is November 13, 2013.

**Spring 2014 Course Schedule** – Deans were reminded that today is the deadline for colleges to have their spring course schedules submitted to the Provost Office for review/approval. Course schedules need to have the location identified and should not show TBA as the course location. Dr. Edelman reminded deans that the colleges need to be more deliberate in scheduling courses in various locations particularly graduate courses. Schedule should be developed to maximize students' opportunities for course enrollment. Due to the conservation of academic resources, colleges were requested to minimize winter-mini courses and defer their offerings to the spring semester when possible.

**Speaker for Fall 2013 Commencement** – President Jones would like to return to the practice of asking a graduate student to deliver the commencement address at the master's and doctoral commencement ceremony on December 13, 2013. Nominations for the student speaker need to be submitted to the Provost Office by October 21, in order to allow the President and Provost adequate time to assess the nominations and select the speaker.

Deans discussed their concerns about the practice of a student serving as the commencement speaker. The group provided other ideas for selecting a speaker such as 1) consider a faculty member, 2) consider a retired faculty member with emeritus status, 3) consider a distinguished alum, or 4) other prominent individuals connected to the university. Another suggestion was to use the same speaker for both ceremonies, graduate and undergraduate.

**Action Item:** Dr. Benavides will discuss the ideas proposed by the Council with President Jones.

**Financial Reports** - Dr. Edelman notified the deans that the Provost Office plans to provide a weekly report to assist the colleges in determining available funds and what the funds can be used. The weekly report will assist in providing continued communication with budget staff. A template of the report was shared with the deans.

### **Other Items of Interest:**

**Honors Reception** – On Friday, December 13, 2013 at 1 p.m. the Honors College will host a reception for the honors graduates.

**Doctoral Reception** – On Friday, December 13, 2013, at 2 p.m. the Graduate School will host a reception for the doctoral graduates.

**International Studies** – Dr. Clinton expressed concern that campus wide faculty and staff are still experiencing problems with services that have been outsourced (i.e. facility/maintenance).

**Library** – Mr. Mitchell announced that the new entrance to the main floor of the library is scheduled to open this week. The laptop kiosk is also scheduled to be operational this week. Texas A&M University-Commerce is the first university in Texas to implement the program where laptops can be checked out via a kiosk.

**COEHS** – Dr. Johnson and several COEHS faculty will be attending the Chancellor's Summit on Teacher Education in Austin from September 29 – October 1, 2013.

**CBE** – Dr. Funderburk reminded everyone that the AACSB Accreditation Review Team will be on campus October 6-8, 2013.

**Graduate Studies -**

- Master's and Specialist Advisors' Roundtable - Invitation has been extended to all administrators, faculty and staff who assist master's and specialist students to attend the Advisors' roundtable on October 16, 2013.
- GA Mixer – October 7, 2013 in Student Center Conference Rooms. Graduate Student is also planning on having a GA Mixer in the spring.
- Time and Effort Training – Karan Watson will be providing this training on September 27, 2013.

