Deans Council Minutes
April 16, 2013
BA 290

Deans Council Members in Attendance:
- Dr. Gary Peer, Interim Provost and Vice President for Academic Affairs
- Dr. Dan Edelman, Interim Associate Provost and Vice President for Academic Affairs
- Dr. Arlene Horne, Vice Provost for Research and Dean of Graduate Studies
- Dr. Dale Funderburk, Dean, College of Business and Entrepreneurship
- Dr. Sal Attardo, Dean, College of Humanities, Social Sciences and Art
- Dr. Gail Johnson, Dean, College of Education and Human Services

Others in Attendance:
- Dr. Marila Palmer, Associate Provost for Institutional Effectiveness and Planning
- Dr. Mary Sampson, Associate Dean, Graduate Studies
- Ms. Cynthia Rhodes, Executive Assistant to the Provost

(Note: Dr. Grady Blount, Dean, College of Science, Engineering and Agriculture was not in attendance. Minutes recorded by Cynthia Rhodes.)

SACS – Dr. Palmer notified the Council that about 90% of the first submissions have been received and have been edited by Dr. Derald Harp.

Core Requirement 2.5 “Institutional Effectiveness-Institutional Perspective” – This requirement pertains to strategic planning to show how we are engaged with our mission, goals and outcomes. When received, the submission for this standard required a total rewrite which currently has been 75% completed by Drs. Courtney Kernek and Marila Palmer.

Core Requirement 2.8 “Faculty” - At last week’s University Executive Council (UEC), Dr. Palmer distributed a draft of the data relevant to this Principle. Following the UEC meeting, data was inserted for Spring 2013 to include the Department of Nursing. Some courses were assigned prefixes prior to being assigned a department (etc. eMBA). Freshman Success data will be revised to only include 111 courses and the freshman leadership course. Dr. Palmer will be meeting with Dr. Mary Hendrix and Registrar Paige Bussell. Following this meeting, Dr. Palmer will provide Dr. Edelman with an update and clarification regarding her recommendation for addressing courses assigned to a College, which is identified as the department.

Core Requirement 3.3.1 “Institutional Effectiveness-Academic Programs and Support Units” - Dr. Palmer stated the TAMU-C is taking steps to address the IE issues of partial compliance with 3.3.1. The IE Leadership team will meet for the second time this afternoon and will choose a format.

Core Requirement 3.5.4 “Terminal Degrees of Faculty” – Dr. Brent Donham is currently working on this requirement.

Core Requirement 3.7.1 “Faculty Competence” – This is a large project and Dr. Donham is writing the narrative for this standard. The Provost Office will soon have faculty credentials (transcripts, vita, and course qualification) formatted in Xitracs.

Xitracs and Digital Measures – Discussion was held regarding whether or not to keep both Xitracs and/or Digital Measures (DM). The cost for DM is $10,000 per year. Dr. Palmer stated she was not
certain that Xitracs was a complete replacement for DM as DM assisted with the collection of data for Core Standard 2.5 (i.e. faculty publications, grants, etc.) Dr. Edelman expressed his concerns if we maintain two software systems then neither one will be effective. Most faculty are not current in DM. When asked if terminating DM would cause a problem, the suggestion was made that if faculty were informed DM was being terminated and everything was entered into Xitracs, there would not be a problem. Dr. Peer asked Dr. Palmer to proceed with the understanding that we would not continue with DM.

Summer Workload for Department Heads – Dr. Peer announced that colleges should to their best to continue using the same process used last summer for their department head summer workload.

Reassign Time for Summer – If the colleges have faculty with reassigned time during the summer, colleges are to notify the Provost Office of these assignments. The Provost Office will make a call to the colleges for this data.

Non-Tenure Track Workload - System Policy 12.07 “Fixed Term Academic Professional Track Faculty” establishes an option for universities to provide long-term stable academic positions for non-tenure track faculty whose focus is heavily weighted toward either teaching or research. This designation is for professional track faculty. The appointment can be awarded for up to five (5) years. It is anticipated that the Office of the President will soon issue a statement regarding academic professional track faculty appointments.

External Employment Workload – The Office of the Vice Chancellor for Academic Affairs has requested universities review and provide feedback regarding a draft revision of system regulation 31.05.01 “Faculty Consulting and External Employment”. Dr. Peer shared this draft revision and asked that input/recommendation be forwarded to his office no later than April 30. Council members agreed that because many faculty teach at other universities especially by way of online courses, this external activity could become an issue.

Post-Tenure Review Development Plan – Discussion was held regarding the outcome or process for a tenured faculty who fails to complete a two (2) year post-tenure development plan. The professional track appointment was not created or intended to be the solution for this type of situation. Deans expressed concern that there needs to be some uniformity between colleges. Colleges would like to maintain some flexibility while maintain uniformity. Post-tenure review is an important process and is essential for the tenured process. Dr. Peer plans to place this issue in the incumbent provost’s file for continued discussion and review. Cynthia will forward a copy of the Post-Tenure Review Procedure to the college deans.

Reallocation for FY 2014 – A deadline for submission of FY 14 reallocations has not been established. There is a Budget Review and Development Council (BRDC) meeting scheduled for tomorrow at which time more information may become available. The Provost Office has received Strategic Initiative Funding (SIF) proposals for FY 2014 which are being reviewed by Drs. Peer and Edelman and will be prioritized and submitted to BRDC this week.

Delinquent Program – Dr. Edelman expressed his appreciation to those who attended last week’s information session regarding information required for delinquent programs. The goal is to send all proposals to the System and THECB in one submission.

Dr. Edelman stated that last week he had issued an electronic notification to area universities regarding TAMU-C’s proposed off-campus offerings. Recipients were requested to contact THECB with any objections.
Procedure 13.99.RO.03 “Plagiarism” and Procedure 15.99.03.RO.01 “Scholarly Misconduct” – Dr. Attardo expressed his plans to organize a workgroup for the purpose of reviewing/revising the current procedures regarding plagiarism and scholarly misconduct. He requested that each college dean provide him with the name of a faculty member who would be a good resource and who would be willing to work on this group project.