Academic Council Members in Attendance:

- Dr. Gary Peer, Interim Provost and Vice President 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. Dan Edelman, Interim Associate Provost and Vice President for Academic Affairs
- 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

Others in Attendance:

- Mr. Joe Daun, (Substitute for Dr. Betty Block, Department Head Representative)
- Dr. Mary Beth Sampson, Associate Dean of Graduate Studies and Research
- Dr. Derald Harp, Chair, SACS Steering Committee and Associate Professor
- Ms. Cynthia Rhodes, Executive Assistant to the Provost
- Ms. Donna Spinato, Chief, University Police Department
- Mr. Robert Dotson, Assistant Dean, Campus Life and Student Development

Note: Minutes recorded by Cynthia Rhodes.

Behavior Intervention Team (BIT) – Mr. Robert Dotson provided information regarding the BIT team whose primary goal is to prevent and intervene in situations involving student’s demonstrating inappropriate behavior before the situation become a crisis. BIT is a resource for faculty, staff and/or student to contact when they notice students demonstrating behaviors of concern (i.e. hostile, disruptive, abusive, anger and other inappropriate behavior). Individuals should never hesitate to call either 9-1-1 or the University Police Department (UPD) at (903) 886-5111 when there are concerns about another individual’s behavior. When BIT is notified, the BIT chair will gather information about the situation. Depending on the circumstance, either the core or expanded team will be convened. The core team consists of Mr. Robert Dotson, Chair and representatives from UPD, Institutional Diversity and Equity, Counseling, Residential Living and Life, Dean of Honors College, and Dean of University College.

A plan is developed and implemented for the student. Included in the plan is follow-up and monitoring of the situation. Traditionally incidents reported have involved alcohol or marijuana. BIT has served 32 students of concern thus for this year. Since BIT was established in 2010, over 100 action plans have been developed. The team does not officially meet during the summer months, however, if the need arises, the team can be convened. Mr. Dotson will be invited to speak at future new faculty orientation sessions.

BIT can be contacted any of the following way: online at www.tamuc.edu/BIT; email at BIT@tamuc.edu; call Mr. Robert Dotson at (903) 886-5087; or email Robert.Dotson@tamuc.edu
UPD’s Role in Family Education Rights and Privacy Act (FERPA) – FERPA is a federal law that protects the privacy of students’ education records. The university must have written permission from students (over the age of 18) to release any information from a student’s education records. However, FERPA allows disclosure to appropriate parties and/or under specific conditions in cases of health and safety emergencies. Chief Spinato assured the council that UPD would only ask faculty for student information when it was extremely important (i.e. When was the student last seen in class?) UPD personnel are well trained in FERPA regulations which are included in their mandated training. UPD’s primary mission is to protect, serve and educate the university community. UPD will always try to notify faculty of issues of concern, however, time does not also allow for this courtesy as immediate action may be necessary. Chief Spinato encouraged all employees to have the panic buttons installed on their computers and to receive the associated training. Chief Spinato will be invited to speak at future new faculty orientation sessions.

SACS Update – Dr. Palmer provided an update regarding the following SACS core requirements.

- 2.5 “Institutional Effectiveness-Institutional Perspective” – This narrative with documentation is nearing completion after a rewrite with Dr. Kernek.
- 2.8 – “Faculty” – The line regarding Freshman Success has been corrected. Nursing has been added for Spring 2013. Other adjustments have been made to align the data with the requirements of Core Requirement 2.8.
- 3.3.1 “Institutional Effectiveness-Academic Programs and Support Unit” - Institutional effectiveness plans and results for the academic programs is being entered as linked documentation into Xitracs for Comprehensive Standard 3.3.1.

QEP Update – Dr. Harp reported that Drs. Haydn Fox and Shonda Gibson have been working on the faculty survey data which was finalized last week. Work is also been prepared on the global fellow programs as it relates to QEP.

Faculty Development Leave (FDL) – Dr. Hallmark, Vice Chancellor for Academic Affairs has requested input from A&M universities regarding their FDL accountability processes. Dr. Peer reviewed Texas A&M University – Commerce’s current procedure (12.99.01.RO.01 Faculty Development Leave) whereby, faculty who accept a faculty development leave will execute a legal agreement to serve two full consecutive academic years after completion of a faculty development leave. However, the university does not have a current procedure which addresses the failure to accomplish identified goals in faculty member’s FDL proposal. All college deans were in agreement that the procedure was still currently in practice.

Indirect Cost Distribution (IDC) – Dr. Horne requested that IDC be placed on the next Deans’ Council agenda for discussion.

Library Update – Library plans are to pilot a “Laptop Anytime” which involves installation of a checkout station which will securely store, recharge, dispense and check-in laptops for authorized users. This program is similar to “Red Box” for DVDs. The system will be integrated with the current library system to determine authorized users. Users will include both faculty, staff and students. There is no charge for authorized users to check-out a laptop, and the batteries are good for up to 8-10 hours. Plans are to pilot the program this summer with one checkout station. One unit/station will accommodate twelve (12) laptops. Currently the library has forty (40) iPads for check-out but there are not enough laptops for patrons. If the program is successful, additional stations could be placed in student housing. Mr. Mitchell has met with Mr. Tim Murphy, Chief Information Officer for Information Technology. This plan will take the library and its users to the next level as Texas A&M University-Commerce will be the first university in Texas to implement an automatic device checkout program.
Due to students’ comments received at the President’s Round Table, students have expressed a need for lighted, secure place to study 24/7. The library is currently open until 3 a.m. Discussions are being held to consider extending the library hours so patrons would have a “24 hour library”. Mr. Mitchell has held preliminary discussions with UPD Officer Jason Bone. Recently 20 individuals were still studying in the library at 3 a.m. and they were required to leave upon closing time. Mr. Mitchell projected approximately $16,000 would be needed to make the library a “24 hour library”. Dr. Edelman suggested considering the use of strategic initiative funds (SIF) for a UPD officer in order to provide security for the extra hours.

**Provost Search Update** – It is anticipated that an announcement would soon be released regarding the results of the provost search.

*Academic Council was adjourned.*

Dr. Peer requested Deans Council members remain for discussions regarding: program reviews, 2) faculty workload, and 3) faculty voting. Drs. Sampson and Harp remained for program review and faculty workload discussions; however, they did not remain for faculty voting.

**Program Reviews** – Dr. Sampson reminded the council that graduate program reviews were moved to the Graduate School in January 2013. She reported that the Chemistry review held approximately two week ago was successful. Although the Texas Administrative Code did not require the graduate program reviews to include undergraduate program information, the graduate review documents prepared by the department did include undergraduate information. Therefore, the review team provided a response for both undergraduate and graduate programs. The graduate program review report has to go to THECB by August 31, 2013. *(Later, it was learned that the deadline was August 1, 2013).* The Biology review will be will be conducted next week. Next year a review will be conducted for Psychology, Counseling and Special Education. Dr. Sampson reported that she and Dr. Palmer had met and are proceeding forward with program reviews. Dr. Palmer is in the process of working with the IE Leadership Team to choose an Institutional Effectiveness (IE) format for incorporating into the template for graduate reviews.

Council members agreed the university will need to revise current procedure regarding academic program review (11.99.99.RO.04) to reflect how undergraduate reviews will be conducted. Council members discussed the feasibility of including undergraduate (UG) programs in graduate program reviews if the UG program had a graduate program. The revised procedure will need to address which office/division will lead the reviews. A program review schedule needs to be designed to include UG program reviews. Dr. Sampson said she would send the deans a copy of THECB’s graduate program review schedule. The subject was being held for discussion when the new provost is on board.

**Faculty Workload** – Dr. Peer asked deans to review the draft faculty workload document that was proposed by Faculty Senate and presented by Dr. Derald Harp, Faculty Senate President, at a previous Deans Council meeting. Dr. Peer said a special 2-3 hour Deans Council would be convened to discuss the proposal. *(Note: Following Deans Council, the special council meeting was scheduled and held on Friday, April 26.)*

**Faculty Voting for Promotion** - Discussion and voting was held regarding promotions for two faculty members in the College of Education and Human Services.