Deans Council Minutes
February 19, 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, Interim Dean, College of Business and Entrepreneurship
• Dr. Grady Blount, Dean, College of Science, Engineering and Agriculture
• Dr. Sal Attardo, Dean, College of Humanities, Social Sciences and Art
• Dr. Gail Johnson, Interim Dean, College of Education and Human Services.

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

Minutes recorded by Cynthia Rhodes.

SACS Update – Dr. Palmer has met with all of the colleges and department heads regarding faculty credentials. She has also met with the SACS committee members. Deans were asked to mark their calendars to show the first week of March 2014 (March 4-6) as tentative dates for a SACS visit. Dr. Peer emphasized that deans’ attendance and participation during the visit was essential. The visit will include some off-campus sites. The visitors will want to meet with faculty and students as well as on-site directors. If an off-campus site has been dormant for more than two (2) yeas, it needs to be closed. The Office of Institutional Effectiveness and Planning (IEP) has sent letters closing three (3) international sites. Data is beginning to come together for standard 2.8. Many of the university’s issues are a result of a change in the format (3.3.1). Dr. Palmer requested that each college designate a “champion” to review the college’s document sufficiency. Dr. Peer strongly recommended that deans or their associate deans serve as their college’s “champion”. Dr. Palmer will check to ensure each college has a representative on the IE Committee.

Faculty Credentials – The provost office has almost completed scanning of transcripts and faculty records. Access to Xitracs needs to be given to appropriate individuals so data updates can be made. Faculty will have the capability of submitting updates for their records. February 25 is the deadline to submit revised faculty credential data to the provost office. Revisions will not be accepted after the deadline.

Academic Program Reviews – Council members discussed the helpfulness of the academic program reviews. Several members stated that the reviews do not indicate if student learning outcomes are achieved. The program reviews are more of an analytical than assessment tool.
**Department Head Training** - TAMUS, The Office of Academic Affairs, will be hosting a training for department heads (preferably new department heads) entitled: “Decision Points for Academic Chairs: A Simulation of Ethics, Policy and Leadership” on July 11th – 12th, 2013 in College Station. System offices that will be providing training include the Offices of General Counsel, Internal Audit and Academic Affairs. Each university is asked to identify four participants to attend the training. Deans are asked to provide the provost with the names of the department heads they would like to recommend to attend the training. Questions regarding the training should be directed to Michele Skinner, Coordinator of Administrator Development at Michele.Skinner@tamus.edu or (979) 458-6034.

**Faculty Workload** – Dr. Peer will schedule a special deans meeting/retreat for the purpose of reviewing and discussing the faculty workload proposal submitted by Faculty Senate. Cost is one of the main factors to consider when reviewing faculty workload. The provost feels that each college needs flexibility and latitude in their college’s faculty workload.

**Proposed Procedure 33.99.99.RO.02 “Improper Consensual Relationship Among Faculty Staff and Students”** – The question was asked if the Office of General Counsel had reviewed the proposed procedure, and several council members felt the proposed procedure was similar to current Systems’ procedure.

**HEF Funds** – Deans were reminded that computer purchases are just around the corner. Enhancement funds can be used to purchase computer equipment. Enhancement fees cannot be used for recruitment needs/activities. If the new library is approved, we may have to come up with five billion HEF funds over the next 3 years.

**Summer Budget** – Dr. Edelman stated that summer budget information was sent to the colleges about a week ago.

**Budget Coordinators** – Dr. Edelman briefly mentioned that sharing budget coordinators could allow for a cross-training as well as for a floater who could assist other colleges when necessary. More discussion regarding this concept will be discussed in the future.

**Change of Instructors and Registrar’s Office** – Problems occur when department heads change instructors at the last minute. When this occurs, faculty cannot obtain access to eCollege. The provost suggested that deans discuss this issue with their department heads.

**First Year Probationary Faculty Voting** – Deans Council reviewed and voted on first year probationary faculty.