

Deans Council Minutes

October 15, 2013

BA 290

Deans 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. 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

Others in Attendance:

- Ms. Cynthia Rhodes, Executive Assistant to the Associate Provost
- Dr. Haydn (Chip) Fox, QEP, Chair of QEP
- Ms. Paige Bussell, Registrar

Minutes recorded by Cynthia Rhodes.

QEP –The QEP committee is currently in the process of restructuring its membership composition. Deans were requested to provide Dr. Fox with names of individuals in their colleges to serve on the QEP Core Committee. They were also asked to identify QEP Department Mentors. Dr. Fox needs these names by Thursday of this week.

Currently 250 courses have been submitted as global courses. However, the number of courses needs reviewing and paring down. Dr. Fox discussed the requirements for a global course. One requirement is that the course must have at least one global learning outcome identified on the syllabus. Dr. Fox will send a list of the current courses to the deans and asked that they review and identify courses that are actually global.

Action Item: Deans are to submit to Dr. Fox the names of individuals to serve on the FY 2014 QEP Core Committee as well as the names of the QEP Department Mentors. Their recommendations are needed by Dr. Fox no later than Thursday, October 17, 2013.

Procedure 13.99.99.RO.19 - “Graduation Checking” – Registrar Paige Bussell reviewed the proposed changes to the “Graduation Checking” procedure. Discussion was held regarding how each college handles degree audits and prepares students for graduation checkout. Although students should take responsibility for their academic progress as they can access their degree audit data via Degree Works, Dr. Johnson stated that Degree Works does not always work the way it was designed. Colleges review the student’s progress at various phases. (For example, when the student has completed 45 SCH, 90 SCH, and/or at the beginning of the semester they are scheduled to graduate.) It was determined that each college is currently doing something different. Student should receive a copy of their degree plan once they declare a major. Colleges are trying to reduce the number of non-degreed students. All of the colleges have professional academic advisors. The provost recommended that language be included on the degree audit document stating that student must meet with their advisors. All of the colleges have professional academic advisors and their own mentor center. Mentors are non-faculty.

Dr. Attardo suggested additional time be allowed in order that he could review the proposed procedure and meet with CHSSA advisors to discuss the proposed changes. Other deans agreed as well.

Action Item: The Registrar will attend the next Academic Council on October 22, 2013 for continued discussion regarding the proposed changes to the procedure.

Listing Student's Majors on Their Diploma – Discussion was held about the possibility of listing student's majors on their diploma. We need to make certain that the degree listed at THECB is the same as what the Board of Regents has approved.

Action Item: Dr. Edelman will check into the feasibility of listing majors on the diplomas and will determine what levels of approval are required in order to get this approved.

Procedure 15.99.01.RO.01 "Human Participants Protection" - Dr. Horne presented revisions to the procedure. Following discussion, council members approved the proposed procedure unanimously.

Action Item: This procedure will be forwarded to the Office of Compliance for processing.

Council of Accreditation of Educator Preparation (CAEP) – Dr. Johnson wanted to let all of the deans know that she recently learned while attending various conferences that soon financial aid will only be awarded to students attending top-tiered university who have national accreditation with Council of Accreditation of Educator Preparation (CAEP). Currently the only university in the A&M system with CAEP accreditation is Prairie View. Currently TAMU-C is accredited with the Texas Education Agency (TEA).

CAEP does not grant accreditation to the college but rather the university. Therefore, all colleges on our campus would be involved in this accreditation process. Dr. Johnson feels that following SACS view, TAMU-C would be in a favorable position to apply for accreditation. If TAMU-C does not become accredited, our enrollment will be effected. Several of their national standards are stricter than state standards. (i.e. faculty/student ratio, and assurances of learning). Dr. Johnson did not feel any action was necessary at this point in time. She will keep council members updated as she learns more about CAEP accreditation.

Adoption of "Graduate Lab Assistants" Category – Dr. Blount proposed adding a category entitled "Graduate Lab Assistant" (GLA) to the university's current graduate assistant procedure. His recommendation is based upon System Regulation 33.99.08 "Student Employment" (section 3.1). He suggested using the title GLA for graduate students that teach zero credit hours and reserving the title of Graduate Assistant Teaching (GAT) for individuals who have 18 semester credit hours of graduate work in the discipline. Dr. Attardo suggested a review of the current graduate assistant definitions/categories be conducted.

Action Item: Dr. Blount was asked to review the current procedure regarding graduate assistants and draft appropriate language to present to Deans Council.

College Workload Policies – Dr. Benavides stated that each academic college must ensure that their workload policy identify how the record keeping will be maintained. An assessment of the workload and its impact will be conducted on an annual basis.

Scholarships - Dr. Edelman reminded deans in order to allocate funding for scholarships, colleges are to submit their input regarding how many graduate assistantships (GA) their college can utilize in AY 2014. There are some indirect cost (IDC) accounts with large balances. Consideration is being given to use IDC funds for the purpose of funding GA positions. Dr. Benavides recommended meeting be held with principal investigators.

CHSSA Update – British author and journalist, Will Self, will give a reading of his work on October 21, 2013.

COEHS Update - Dr. Johnson and approximately ten COEHS faculty recently attended the Chancellor's Summit on Teacher Education. As a result, many of the faculty members that attended the conference are working on research with other faculty throughout Texas.

CSEA Update – Dr. Blount expressed concern that some students who were awarded Welch Grant Scholarship were denied in-state tuition although they met all criteria.

Graduate Studies and Research – Dr. Horne provided definitions in identifying students' graduate admission status. A list of university graduate procedures which include department responsibilities was provided to the deans.

- 11.01.99.RO.12 - Master's and Doctoral Assistantship
- 11.04.99.RO.17 - Residency Requirements for Graduate Programs
- 11.04.99.RO.21 – Master's Degree Research Component
- 11.04.99.RO.25 – Graduate Level Courses by Independent Study
- 11.04.99.RO.29 – Orientation and Advisement of Graduate Students

Dr. Horne provided the deans with graduate data by program showing 1) fall 2013 headcount, 2) fall 2013 provisional enrolled headcount and 3) fall 2013 graduation applications.

Budget Reports – Dr. Edelman reported that a recent meeting was held with the academic budget coordinators. Account balance and data were provided to the budget staff to assist the college deans in making financial decisions concerning their colleges.

Deans Search Updates – The provost announced that by the end of the week, he was hopeful that the names of the finalist for the CBE dean's position would be ready for his review/approval. He is anticipating hearing from the COEHS dean's search chairperson as well. Plans are to have both positions filled if possible by spring 2014.