

## Academic Deans Council (ADC)

Boardroom BA 290

March 6, 2012, 9:00 – 11:00 a.m.

**Present:** Larry Lemanski, Sandy Weeks, Gail Johnson (for Brent Mangus), Ben Doughty (for Sal Attardo), Roseann Hogan, Angie Hill, Grady Price Blount, Allan Headley, Hal Langford, and Greta Spradling

### 1. 4<sup>th</sup> and 5<sup>th</sup> Year Tenure Review – Dr. Larry Lemanski and Angie Hill

The 4<sup>th</sup> and 5<sup>th</sup> Year Tenure Review was rescheduled for Friday, March 9.

### 2. Academic Items – Dr. Larry Lemanski and Greta Spradling

- a. This semester, Spring of 2012, is the last semester for the Student Recognition Teaching Excellence Awards. This was a project of the former chancellor's.
- b. The Provost Awards Ceremony is scheduled for April 9, at 11:30, in the Student Center. The awards will include the Research Awards, Jr. Research Award, Teaching Excellence for Spring of 2011 and Fall 2011, and Faculty Senate Awards.
- c. Greta Spradling reviewed the notes from the deans' discussion on Department Head Evaluation Training. It is important to have documentation to justify merit.
- d. All deans need to attend the SACSCOC, Higher Education in 2020 conference, held at the Hilton Anatole, Dallas, Dec. 8-11, 2012. It was suggested that Dr. Roseann Hogan submit a proposal to be a speaker at the conference.
- e. The Deans agreed a meeting with their representatives in the Development Office would be beneficial. **Action Item: Greta Spradling will coordinate an afternoon meeting.**

### 3. Updates & Information – Dr. Sandy Weeks

- a. Dr. Sandy Weeks is working with the deans to prepare a white paper to address SACS 3.4.1. The Deans Council will present as a resolution to the Provost.
- b. Spring 2012 Higher Education Regional Council Meetings – The committee has requested information on off campus lower division courses. It does not mean dual credit courses. The College of Sciences, Engineering and Agriculture may fall within the description. The deadline is April 30. Speak with Dr. Weeks regarding your questions.

- c. Low Producing Programs - The University of Texas at Dallas (UTD) handles the issue of low producing programs by having fewer specialized majors. The degrees are more general with specialized tracks. Here are two examples: Bachelor of Science and Bachelor of Music. The new rules considers a Low Producing Program to have fewer than 40 graduates over a five year period. The deans were asked to review the UTD model. **Action Item: Collect information on UTD model for review at Deans Council.**
- d. Dr. Sandy Weeks discussed Rider 57. This is a distance education cost efficiency study. A&M-Commerce has been asked the cost to place four most popular programs on line. The template for the report will be available in April and due August 4. **Action Item: Cost analysis for four online programs.**

#### **4. IER&P – Dr. Roseann Hogan**

- a. Each College is reviewing the faculty roster to make sure the document is up-to-day and correct. The roster includes faculty and ad-interim appointments. It does not include adjunct faculty or graduate assistants. The dean and department head should make sure each faculty member has the proper credentials to teach their assigned courses. SACS will look at the process and integrity of the process. Make the process clear with a letter on file for the exceptions. **Update since meeting:** All faculty files will be scanned into Fortis. Once complete, deans will have access to the electronic files to make the roster updates.
- b. Faculty Files, including all credentials, need to be located in one place. Currently they are in two locations, Provost Office and Grad School. Angie Hill, in the Provost Office, is the Coordinator of Faculty Files and maintains all official faculty files for the university. An electronic process is being considered so other people can have access to the files if needed.
- c. Procedure #11.99.99.R0.04, In-depth Academic Program Review, was reviewed by the deans. The A&M-Commerce timeline can follow the national accreditation's timeline. No more than 20% of the programs are reviewed in a year. Submit latest review when due to the Texas Higher Education Coordinating Board. This year is a Pilot for the procedure and the deans will review again next year.

5. Greta Spradling presented the meeting minutes for February 21. She was asked to make one revision and the minutes were approved.
6. Open Forum: Review pay scales and pay equity for men and women. **Action Item: Get a list of pay scales for men and women to review.**