

## **Deans' Council Minutes**

### **January 14, 2004**

Present: T. Anglin, M. Hendrix, H. Langford, L. Moore for E. Seifert, F. Murray, J. Scott, E. Stetson, J. Webber and guest R. McBroom.

1. **SACS and Planning Updates** – Randy McBroom reported that Texas A&M University-Commerce has received affirmation of full accreditation from the Southern Association of Colleges and Schools (SACS) but that there will be some follow-up reports required. The reports are likely to focus on faculty credentials, learning outcomes, and the library, all due Fall 04. There may be a report requested on core curriculum for Fall 05.

Texas A&M University-Commerce will now shift to working under the SACs *Principles of Accreditation*, a new process which will focus on 12 core principles and “fit” with mission.

In planning, R. McBroom mentioned some deadlines:

- SUPER deadline for administrative plans is extended to February 15.
- SUPER deadline for learning outcomes statements will be extended to end of January.
- January 27, there will be a briefing on the NSSE survey for department and division heads and deans. This will include an invitation to each unit to present strategies for increasing active learning and enhancing student involvement in programs.
- IR hopes to have a Strategic Plan draft by Spring break.

2. **Announcements**

- Article in The Washington Post National Weekly Edition 12/15-21/03 references large student debt load due to federal loans, credit card debt and other discretionary spending.
- Percentages for Various Texas Populations—J. Scott distributed data from the A&M System showing projections for growth of various segments of the population.
- Council of Graduate Schools – Graduate Enrollment Surges in 2002, according to Early Returns from the CGS/GRE Survey of Graduate Enrollment by Peter D. Syverson.
- Article in Black Issues in Higher Education (October 23, 2003) outlines how some institutions have addressed minority recruiting and retention.
- Academic Achievement Seminar—Students on developmental probation will no longer be charged a fee for attending academic achievement seminars. Colleges will be focusing on early intervention initiatives with these students.
- Reporting Form for Chancellor's Century Council Intra-system Faculty Travel Fund—J. Scott presented a form for deans' review and indicated that reports were due to TAMUS.
- Article on Financial Literacy for Students—indications are that even the most wealthy students do not know how to handle money responsibly; some institutions are offering credit/non-credit courses on managing personal finances. Deans will discuss with their executive councils and report back.

3. **Test of English as a Foreign Language (TOEFL) in China**—reports indicate that the number of prospective students in China taking the TOEFL is decreasing sharply. A competitor test has emerged from Europe, the International English Language Testing System. There is also reported nationally a drastic reduction in numbers of graduate school applications from Pacific Rim students and some loss in international students generally.

A European University Consortium will compete with US schools for international students via better service—standard transfer of credit, 3-year bachelor's degrees, uniform credit requirements for MS and PhD degrees.

4. **Crosswalk Layout Proposal**—J. Scott reviewed the plans for cross-walk markers and blinkers on Route 50 and across Culver in front of Whitley Hall. Date for installation is not firm.
5. **Course Requirements for the Master's Degree**—E. Stetson spoke to a change in A&M-C procedures to define the amount of cross-listed courses allowed in the Master's degree.

**Action:** Based on the recommendation of the Graduate Council and Dean, Deans' Council moved and approved unanimously a recommendation to adopt to forward a revised A11.39 to limit to three the number of cross-listed courses offered as both undergraduate and graduate credit to be included in a master's degree. This will be forwarded to the President for approval. Dean Stetson also circulated a new request form for courses that are to be cross-listed on a temporary basis.

6. **Comparison of Selected Texas Universities – Assistantships Stipends and Response to Increased Insurance Premiums**—E. Stetson reported on 9-month GA rates for Master's and Doctoral Programs regionally. J. Scott asked that staff expand the inquiry to include out-of-state peer institutions and volunteered to get the list of Graduate Intensive regional universities from the American Association of State Colleges and Universities (AASCU) for this purpose.
7. **Recommendation for Appointment Form**—J. Scott reviewed with the deans a proposed new form to capture initial contract information for new hires. Deans/Directors will use the form to propose terms and conditions of hire to the Provost with EEO sign-off at the department level. Following department head, dean and Provost's agreement, the dean/director may issue the offer of employment letter. The form may be found at: <http://www7.tamu-commerce.edu/vpaa/Forms/mainpage.htm>
8. **Library Core Collection Development Procedures**—J. Scott indicated that a revised, shorter draft had been submitted and was under review.
9. **Journalism Building Update**—J. Scott reported on the possible relocation of the Computer Science department to offices in the Journalism Building. Each floor comprises more than 46,000 square feet of space. Art-Photography program occupies the third floor. The Computer Science department is considering the proposal from K. Woodall and staff. Decision deadline is end of the month.
10. **Course Fees**—J. Scott reported that these fees had been approved with notice circulated.
11. **Public Hearings on Designated Tuition**—are scheduled for Thursday, January 22 at 3 PM in BA 290. President McFarland proposes an increase of \$5 per credit hour which could result in an overall revenue increase of \$850,000 to maintain programs and services.

12. **A11.54 Cross-Listing Undergraduate and Graduate Courses**—E. Stetson presented a new procedure that is recommended by the Graduate Council.

**Action:** Upon recommendation of the Graduate Council and Dean, Deans' Council moved and recommended unanimously adoption of a new procedure A11.54 to the President.

13. **Ethics in Research and Scholarship (Supplements System Regulation 15.99.03)**—to supplement TAMUS regulation, Dean Stetson and the Graduate Council recommend adoption of Texas A&M University-Commerce local procedures (attached).

**Action:** Deans' Council concurred unanimously and recommended forwarding the proposed language to the President for approval.

14. **CAS 111: Critical Thinking (Honors), Freshman Success Seminar.** Bill Thompson shared the course syllabus for the course as requested by the group at an earlier meeting.

15. **Classroom Utilization.** J. Scott mentioned the efforts of Paige Bussell and staff to inventory classroom furniture and classroom space utilization. A list of low-use classrooms was circulated for deans' review and will be discussed at the next meeting.

16. **University Response in the Event of a Student Death.** J. Webber reported that the Dean of Students' Office monitors this information and conveys condolences to the families of deceased students.

JAS; 1/21/04

### **ETHICS IN RESEARCH AND SCHOLARSHIP** (Supplements System Regulation 15.99.03)

1. PREAMBLE

One of the major responsibilities of a university is to create and maintain an environment that promotes research and scholarship. Because the credibility of research and scholarship, funded or non-funded, depends upon its integrity, Texas A&M University-Commerce requires all researchers associated with the University, including faculty, staff and other persons to adhere to superior standards in the conduct of all research and scholarship activities. The following procedure adopts and supplements System Regulation 15.99.03.

2. ALLEGATIONS OF MISCONDUCT

Any allegations of misconduct in University research and scholarship activities should be reported in writing to the Dean of Graduate Studies and Research. The Dean of Graduate Studies and Research is the designated officer who is responsible for carrying out the provisions of this rule and System Regulation 15.99.03 which it supplements.

3. INVESTIGATIONS

When allegations of misconduct in research and scholarship are reported in writing to the Dean of Graduate Studies and Research, he or she may initiate an inquiry into the alleged misconduct.

- 3.1 The inquiry is an informal fact finding activity to determine whether an allegation warrants an investigation. The inquiry will be conducted by the Dean of Graduate Studies and Research with or without the assistance of a committee appointed by the Dean of Graduate Studies and Research.
- 3.2 If the inquiry provides sufficient basis for conducting an investigation, one shall be conducted following the guidelines specified in the System Regulation 15.99.03. The investigation is a formal examination of relevant facts to determine if misconduct has occurred and will be conducted by a committee appointed by the Dean of Graduate Studies and Research.

CONTACT FOR INTERPRETATION: Dean of Graduate Studies and Research