Deans’ Council Minutes
October 8, 2003

Present: Dr. Joyce Scott, Ms. Mary Hendrix, Dr. Finnie Murray, Dr. Hal Langford, Dr. Ed Seifert, Dr. Elton Stetson, Dr. Joe Webber, and Dr. Thad Anglin

Announcements:

- **Searches** (Joyce A. Scott)
  - Ad has been placed in *The Chronicle of Higher Education* (October 17 and October 31)
  - Allocation of Funds
    - $1,500 for national searches
    - $900 for local searches

- **Interim Chancellor’s Visit to Campus** (Joyce A. Scott)
  - VP’s and Academic Deans’ presentation will be 10 minutes, with 6 devoted to strengths and 3-4 on challenges
  - President wants to review list of challenges prior to Dr. Cocanougher’s visit

- **Enrollment Management** (Joyce A. Scott)
  - Presidents has earmarked $250,000 to boast enrollment (one-time funding)

- **Accreditation Site Visits** (Joyce A. Scott)
  - Provost needs to be involved with site visits

- **Summer Contact Hours** (Thad Anglin)
  - The university is not meeting Coordinating Board requirement
    - Requirement is 45-48 hours of instruction a week for each summer session
    - Problem – duration of summer courses and a 40 hour work week
    - Recommendation – modification to the summer schedule to increase class times by 15 minutes
  - **ACTION** – Send format to Deans for approval

- **Graduate Recruitment Workshop** (Elton Stetson)
  - Friday, October 24

- **House Bill 1641 – Admission and Scholarship Policies for Graduate and Professional Programs** (Elton Stetson)
  - Bill has an impact on all of our graduate admissions
  - Reverses Hopwood
  - Opens up opportunities for this institution
  - More inclusive

- **Call for Federal Initiatives** (Elton Stetson)
  - Proposals due to the Office of Graduate Studies and Research by October 10
  - Proposals due to the A&M System by November 1

**FY04 Facilities Improvement**: (Joyce A. Scott)
- Deans need to prioritize projects in their areas

**Classroom Equipment Updating Process**: (Joyce A. Scott)
- Updating equipment has been the responsibility of departments
  - Departments have limited budgets
- HEF funding has been used in the past to purchase classroom furnishings
- Central process needs to be established for regular renewal of furnishings

**Classroom Assignment Process**: (Joyce A. Scott)
- Ad Astra Software should be functional for Spring 2004
- Centralized process needs to be established
- Provost Murray and Dean Anglin began process last year and will continue this spring

**Summer Enrollment**: (Elton Stetson)
- Concern about the budget
- 102 fewer sections of graduate courses offered compared to prior year (May-Fall)
- 15-18% decrease
- Shifts in cross listing
Enrollment Report:  (Thad Anglin)

- After a 14% increase over the past two years, our 12th class day enrollment report indicates a stable overall enrollment
  - Undergraduate enrollment is up 5.30% while graduate enrollment has declined by 380 students
- New Student Enrollment – Fall 2003= 1,560; Fall 2002=1,548 (0.8% increase)
- Transfer Student Enrollment – Fall 2003=821; Fall 2002=820
- Graduation – 200 more degrees awarded this year

Academic Dishonesty, Disciplinary Action, and Harassment:  (Elton Stetson)

- Graduate students are expected to maintain high standards of integrity and honesty in all their scholastic work; faculty are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty
- Faculty need to know the appropriate response
- Recent cases involving plagiarism, disciplinary actions and removal from programs
- Review procedure guidelines  ACTION

Additional Comments:

Mayo College  (Joyce A. Scott)

- Plans to meet with Bill Thompson and the President
- Should we consider increasing/decreasing Mayo size?
- Should we allow them to stay as a group throughout the four years?

GA and TA Insurance Cost Increases

- Suggestion to provide $1,000 scholarships

Increasing Tuition

- Perception of quality is greater
- Does not affect enrollment