

Deans' Council Minutes
February 11, 2004

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

Budget Planning for A&M Board Presentation - President McFarland invited deans' input on items for budget planning which will be the basis of his presentation to the A&M Board on March 1.

- What sort of enrollment projections should we use for planning?
Following discussion, it was agreed that a +3% projection would be good for undergraduate enrollment, and that projections for graduate enrollment should be held flat.
- How should we approach salary planning for FY 05?
Each 1% salary increase costs \$370,000. The President proposed a 2-3% merit pool for faculty and staff, with decisions about distribution held until after the enrollment picture was clear, that is, after the 20th class day in Fall.
- What risks/challenges need to be taken into account in planning for FY 05?
Need to update technology infrastructure; possible state-mandated recession; large number of senior faculty coming to retirement age; failings in meeting student service needs/convenience; lack of positive customer service attitude in critical, front-line contacts; minimal support services for off-campus students; program quality; communication problems including inability to offer "email accounts" for all students; high turnover in senior administration; some programs not enrolling enough students to be viable; lack of progress in developing a greater grant and contract activity.

A&M-Commerce Courtesy Committee - Joe Webber reported on the work of the Courtesy Committee and the families they have served this year. He asked if it would be better to have institutional funds to spend on the remembrances or whether the Committee should continue to solicit contributions from the faculty and staff. In view of the timing, it was agreed to solicit contributions now and to review the issue in the budget planning process later in the spring. Current balance is around \$300, not enough to meet all likely obligations yet this spring.

ROTC Unit - Joe Webber reported that some students have expressed interest in participating in ROTC training and cited a student who completed ROTC through an agreement with UT-Arlington a few years ago. He will explore options for affiliation agreements with other campuses and report back.

Degree Audit Policy - Joyce Scott reported this review is underway with flow-charting going on to identify problems in the process and to examine the process from students' perspective. Item will continue at next meeting.

Review On-Line Forms - Joyce Scott asked deans to make final review of forms related to 1) Faculty Evaluation (Annual Review of Performance), 2) Individual Faculty Plan for Achievement, 3) Individual Faculty Plan Revision. These have been revised in accord with campus input and are ready for use.

Final Report from Dave Meabon – Joyce Scott and Thad Anglin distributed the final report on enrollment management from Dr. Dave Meabon. It is posted on the Provost's Web site at:
<http://www7.tamu-commerce.edu/vpaa/maebon/report.htm>