

Deans' Council Minutes

April 14, 2004

Present: Thad Anglin, Mary Hendrix, Hal Langford, Finnie Murray, Ed Seifert, Elton Stetson, and Joyce Scott

Absent: Joe Webber

1. **Mission Statement, Vision Statement and Strategic Themes:** Discussion - we have goals and measured outcomes but are lacking on accountability and responsibility. Quality is never mentioned.
2. **Infoscreens:** Deferred
3. **Academic Calendar:** Thad Anglin reported the academic calendar was sent electronically to the deans for their review.
4. **FY 05 Budget Preparation & Salary Pool Guidelines:** Provost reported guidelines will be sent to the Deans soon. A possible 3% salary increase dependent upon our student enrollment (2% cost of living and 1% from Provost for exceptional performances). Discussion – Develop guidelines, early in the fall, for faculty merit evaluations
5. **Policy Guidelines for Classified Staff Grade 10 and below:**
 - Practice of awarding 3% increase at the end of 6 months for “okay” service? Discussion - **NO**
6. **Asbestos Abatement (Journalism Building):** Provost reported asbestos has been found in the joint compounds.
7. **SGA Recommendations – Printing College Name on Diploma:** Provost reported the senate bill states the need to add specificity to the diplomas by adding the College (Arts and Sciences, Business and Technology or Education and Human Services) from which the student graduates. Thad Anglin reported our diplomas are printed in-house and the database could be modified to make these changes, however, transcripts are the official document. Discussion - Deans agreed unanimously no changes were necessary. Provost will carry the resolution and deans' recommendations to the President.
8. **Graduation Process Action Plan:** Mary discussed the steps to success. Discussion - no incentive for faculty advisors to do a very good job; we need the capability of monitoring good advising; need faculty advisors for each major; suggestion to require a PIN# to register and PIN# only given to students by their faculty advisors
9. **Printing Schedule of Classes:** Thad Anglin reported he recommends cutting back the number of printed schedules from 30,000 to 7,500. The online version is more accurate than the printed version. Provost suggested cutting back to 15,000. Discussion - Inserting schedule in newspapers to include information on the university; print schedules for off-campus sites only; change design of the cover
10. **Lease Agreement with Mesquite ISD:** Mary Hendrix reported we have received a quote from Mesquite ISD to enclose two lounge areas and to convert Room 128 from one room to two counseling observation areas. Proposal from Mesquite ISD for 4,590 square feet of additional space. The additional square footage will provide us with full use of two additional classrooms, access to their technology lab one evening a week for two class periods and access to their large classroom for two class periods.
11. **Regents' Quality Indicator System for Teaching Excellence:** Handout for review
12. **The SREB Teacher Center (One-Stop Access to State and Regional Resources for Educators in the South):** Handout for review

Other Items of Discussion:

Recruiting Schedule: Provost reported we lose momentum in December, plateau in January and lose momentum again during our spring break. To deter losing prospective students, we need to operate with a skeleton crew during the holidays.

Financial Aid Office Notice: Thad Anglin reported the information in this notice supplements the Financial Aid Bulletin, as well as the procedure regarding the treatment of Title IV funds when a student receiving financial aid withdraws from A&M-Commerce. Federal Financial Aid recipients who receive failing grades in all enrolled academic courses during a period of instruction are subject to Federal Return to Title IV regulation, and are considered unofficially withdrawn at the midpoint of the semester/term. Discussion – An attendance procedure is needed.