

Deans' Council Minutes--June 23rd, 2004

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

Academic Program Review Report Guidelines—Deans expressed concern about data access and reports. A consistent format will be developed with IR. M. Hendrix reported that the revised procedure separated guidelines and reporting format, shortened the overall study, allowed for online reporting on major factors, and made program review more data based.

In discussion, members suggested that because programs are intertwined, it would be good to do both undergraduate and graduate reviews at the same time for small departments. The purpose of the reviews should be continuous improvement, quality assurance. We should make an effort to synchronize program review with specialized accreditation schedule.

The revised policy will go to Faculty Senate in the Fall with a request to expedite.

Single Appointment Form—GA, TA and GANT appointments should be made, whenever possible for the full 9 months rather than semester by semester. The purpose of this change is to reduce paperwork and increase efficiency. If a department finds it necessary to dismiss an assistant in the course of the academic year, a termination form may be used.

GA Health Insurance—E. Stetson reported that there is a new health insurance option from the A&M System. The UniCare Graduate Student Health Plan costs \$15 per month for the employee. Graduate Studies is making information available to all graduate students.

Late Grades – Spring 2004—The Provost circulated a list of courses and faculty with late grade reports for Spring semester.

Graduate Program Review—E. Stetson outlined proposed revisions for procedure A 11.10. Graduate Studies will notify departments in spring before the review; local departments will set self-study committee and use fall to prepare the report; external reviewers will visit at end of fall or early spring; findings will go to the Graduate Council for final recommendations.

Here again, departments will need data in useable format. Discussions with IR will define a standard report and data elements. Excel format is preferable. The campus needs to establish a review calendar to include undergraduate, graduate and specialized accreditation schedules.

Orientation—Deans noted good faculty participation in orientations. M. Hendrix reported that there are many filled sections on Web, evening and noon classes. Deans agreed to open new sections and report back.

Alcohol—J. Webber reported on recent problems with alcohol abuse and the death of students as a result of same. Student Affairs will put in place new approaches for dealing with alcohol and drug abuse, including enforcement. Updates as changes are accomplished.