

Deans' Council Minutes--October 20, 2004

HEF Allocations for FY 05—Joyce Scott reviewed the Academic and Student Affairs allocation, the funds needed for faculty start-up costs and the proposed distribution for colleges and divisions for this fiscal year.

This year, Academic and Student Affairs was allocated \$830,000 in HEF with an additional \$230,000 going to the Library. The \$830,000 is \$110,000 less than last year. Faculty start-up and instructional support drawn from HEF are as follows:

Technology Plan—computer lab upgrades	139,000
Education start-ups (+\$128,000 from VP reserves)	16,703
Planetarium start-up	20,260
College of Arts and Sciences start-ups	205,074

The remaining \$468,222 has been allocated as follows:

Arts & Sciences	200,000
Business and Technology	60,000
Education & Human Services	110,000
Student Affairs	25,000
Enrollment Management	40,000
Graduate Studies and Research	5,000
Metroplex/Navarro	23,000
Honors/Mayo/Misc.	<u>5,222</u>
	\$468,222

A11.17 Undergraduate Academic Advisement Procedure—discussion continued on changes to the procedure and how to manage the process so that students can get reliable assistance all the way through the degree check and graduation. Mary Hendrix will present a revised version.

A15.03 External Funding Request—Allan Headley reviewed the existing procedure and some areas where changes might improve our handling of the requests. Using Deans' input, he will revise the procedure and bring it back to the Council.

A11.02 Academic Outreach Procedure—Mary Hendrix briefed deans on changes recommended in the existing language to accommodate a broader academic outreach function. Discussion focused on the institutional overhead fee and concern about meeting it. Staff will conduct further inquiry about similar fees at other institutions and bring back recommendations. The Provost indicated that this will not be an item of perpetual negotiation. Deans also reviewed a course/program *Request Form* and a *Budget Planning Form*.

Collegiate Summer School Allocations—Joyce Scott reviewed Summer 04 enrollments and expenditures with the deans and suggested planning be based on the original Summer 04 allocation plus 1.5% to cover salary increases.

Orientation planning for spring 05—Joe Webber noted that Dennis Koch who had formerly handled Orientation had taken a position elsewhere and that a search had not yet started for a replacement. He thought there could be a collaborative effort involving academic and student affairs offices to meet the January need. Dean Webber further indicated that he and the Provost were discussing benefits of aligning Orientation and Retention components under the Dean of Enrollment Management.

Paris Junior College Math (PJCM) – Mary Hendrix reported the problem of students who are referred to PJC for developmental courses are not, in fact, enrolling even though that remedial math course is prerequisite to their being allowed to register for A&M-Commerce classes. Deans agreed that students will be asked to give evidence of payment for PJC courses before being allowed to finalize enrollment at A&M-Commerce.

A&M System Online News “Going the Extra Mile” Nomination—Deans were invited to submit nominations for this recognition.

SACS Issues—Joyce Scott reviewed issues raised by Randy McBroom about SACs criteria or recommendations. Specifically, the campus needs to take steps this year:

Learning Outcomes Assessment – Departments must develop learning outcomes and assessment techniques for each degree program, assess the outcomes, and use the results for program improvement. Plans and outcomes should be entered into the University’s SUPER system. Departments should also keep documentation on the outcome assessments and any changes incorporated into the programs as a result of these assessments. The Office of Institutional Effectiveness will sponsor a learning outcomes assessment workshop in November, and an external consultant will come to campus this spring to assist departments in refining their learning outcomes assessment plans and techniques.

Comparable Student Outcomes between Traditional and Off-Campus Programs – SACS requires institutions to demonstrate equivalency of student learning when programs are offered off-campus. If you have programs offered both on and off campus, compare learning outcomes from the two programs, and assess equivalency of student learning. If student learning is not equivalent, we must take steps to ensure equivalency.

Computer Literacy – SACS requires that we demonstrate that bachelor’s graduates are competent in the basic use of computers. Currently, University Studies Council is reviewing the core curriculum – computer literacy in the core will be addressed in any revisions resulting from that review. However, SACS requires that we demonstrate this for graduates of all programs. The Office of Institutional Effectiveness is asking how you will assess computer literacy for programs – please give this your immediate attention, as this assessment must be in place for the spring 2005 semester under the terms of our SACs accreditation.

Five-Year Research Trends Report—Dean Headley reviewed data that his staff has assembled about campus effort to attract external funding. Generally, there has been good effort with variable rates of success. These data will be shared with the campus when finalized.

TAMU-Commerce Campus Copiers—Joyce Scott reported that there will be a change in how we make copiers available and that the departments and divisions will ultimately lease their own copiers. Deans expressed concern about cost. Later, the Provost reported that departments now spend \$66,000 per year on copy cards, so there should be enough departmental funds to cover leases. The transition will be managed by David McKenna.

Fiscal Affairs—Joyce Scott reported that Pro-Card limit is to be increased to \$1,000 and Purchasing delegation of authority will be raised to \$3,000.

Information Items

- a. Texas Higher Education Diversity Conference – Nov 4-5, 2004
- b. Northeastern State University – Nomination(s) for program review consultants
- c. AASCU Faculty Development – Japanese Studies in the Undergraduate Curriculum
- d. US News – Survey of Graduate Education Programs
- e. The University of North Carolina (UNCG) @ Greensboro

Handouts: Speaking of Education “A Higher Education Wake-Up Call”