

Deans' Council Minutes--October 6, 2004

Graduation Checking--Revised Procedures – Paige Bussell briefed deans on a proposed revision to the graduation checking procedure. Deans noted that academic decisions need to be made in the colleges, but there was no agreement on whether to use faculty or professional advisors. Discussion will continue. (Attachment)

TAMU-Commerce Campus Copiers – Joyce Scott reported that planning is underway for the University to cease using copy cards and allow departments to lease their own copiers. Deans expressed concern about the expense and asked for more cost information

Purchasing Delegation of Authority – will increase to \$3000.

Temporary Salary increases for non-faculty interim appointments – Deans reviewed the memo from VP Pankratz distributed on September 28 (attached).

Procurement of printing & duplicating services – Deans reviewed the recommendations about routing all printing through the Print Shop with that entity handling bids.

Revised Program Review Procedure – Dr. Headley reviewed some proposed changes to the procedure which the deans endorsed. The procedure will now go to the Graduate Council.

Strategic Enrollment Management (SEM) Plan – Joyce Scott reviewed for the Deans the goals that had been set for Fall 04 recruiting and noted those that had/had not been met. A consultant will return to assist divisions in bringing focus to their activities. (Attachment)

Memorial Student Center – Deans reviewed recommendations for Fee increases for space & service in the MSC, noted some corrections and recommended them.

Research Agenda – Allan Headley reviewed data that he has collected to understand the history of funded research activity at A&M-Commerce and discussed how the campus could increase funded research. Deans reviewed strategies and suggested some modifications.

University Studies Council – Deans noted the Council did not meet much in the last year and that the review/approval of capstone courses seems to have stopped. The Provost will convey these concerns and related questions.

OARR – Rules for Student Mail – Mary Hendrix reported that the group is attempting to set rules for creating standard A&M-Commerce email addresses for all students and applicants for admissions. She further reported that the Retention Committee is focusing on how to increase student involvement early in the freshman year.

A13.26 Graduation Checking *Effective September 1, 2001* *Revised September 2004*

1. The purpose of Graduation Checking is to facilitate the progress of undergraduate students toward completion of degree requirements by ensuring that those with 90 or more semester hours of credit will have a certified degree audit. This process should ensure that graduation issues are identified and resolved prior to the last semester of a student's enrollment.

2. At the beginning of each semester, the Registrar's Office will send a degree audit to deans to distribute to departmental advisors for students who have for the first time completed 90 or more semester hours. Faculty advisors will contact students for the purpose of reviewing the degree audit document and certifying its accuracy or completing a new degree audit to reflect all degree requirements. Deans will certify to the University Registrar prior to mid-semester that all audits have been completed.
 3. Training will be provided by the University on the use of degree audits.
 4. Faculty advisors for all undergraduate students will be identified in SIS. The academic deans are responsible for maintaining the advisor's names in SIS.
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MEMORANDUM

TO: Deans, Directors and Department Heads

SUBJECT: Temporary Salary increases for non-faculty interim appointments

GENERAL

Occasionally, positions vital to an organization must be filled immediately on a temporary basis when the incumbent transfers or is incapacitated. In such instances, another employee may be temporarily assigned to the vacant position or asked to assume some or all of the responsibilities of the position for lengthy periods of time. An employee placed in an acting or interim status or who is required to assume significant additional responsibilities for an extended period of time may be considered for a temporary salary increase.

ELIGIBILITY

Simply assuming additional responsibilities does not in itself constitute the basis for a salary increase. For example, a salary adjustment would not be warranted if the assignment is brief (less than 30 days), if the work is of a backup nature already expected of the employee, if the responsibilities are distributed among a number of employees in such a manner as to not significantly impact the total workload of the employees assuming the additional duties, or if the person receiving the temporary assignment is already adequately compensated relative to the vacant position.

The following guidelines should be applied when determining if a temporary salary increase is appropriate.

1. The new duties to be performed are clearly differentiated from the duties normally performed by the employee.
2. The new duties are not to be performed on a permanent basis.
3. The new duties are to be performed for more than 30 days, but typically not more than one year.

This guideline does not apply to faculty members assuming administrative duties on an interim basis.

PROCEDURE

The following procedures apply for administering a temporary salary increase.

1. A memorandum explaining the circumstances and requesting the increase will be submitted to the appropriate vice president, or designee, through the Director of Human Resources for review.
2. Approval will be obtained from the vice president before an employee receives a temporary salary increase. Temporary salary increases may not be retroactive.
3. A copy of the approval memorandum and a Personnel Action Form will be submitted to the Payroll Office. Individuals receiving a temporary salary increase will remain in their current PIN and retain their payroll current title.
4. Salary savings from the vacant position will be used to fund the temporary salary increase. The amount used for any temporary salary increases will not exceed the budgeted amount of the vacant position. In the event that the vacated duties are assigned to more than one employee, the combined temporary salary increases will not exceed the budgeted amount of the vacant position.

5. The temporary salary increase represents a payment which does not become part of the employee's base salary. When the temporary assignment ends, the employee's temporary salary increase is withdrawn. It is the responsibility of the employing department to ensure temporary salary increases are withdrawn when the vacant position is filled or eliminated.
6. The requesting unit must recertify the need to continue any temporary assignments at the beginning of each fiscal year. Temporary salary increases will be reviewed by the Office of Budgets and Reporting and periodic certifications may be conducted throughout the year.

SALARY ADMINISTRATION

Interim salary levels will be established at the beginning of the zone for the position being filled or 10% above current salary, whichever is greater. Increases up to and including 10% will be approved by the appropriate Vice President.

Increases in excess of 10% must be approved by the President.

CONTACT

Questions regarding this procedure should be directed to the Human Resources Department at 886-5667 or the Payroll Office at 886-5046.

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Strategic Enrollment Management (SEM) Plan Goals, Strategies, and Action Plan

Goal # 1: Recruit, admit, and enroll by the fall 2004 semester a class of 1,800 new students utilizing the following strategies:

- **Total new students at the undergraduate level = 1631 (up 71 from F 03)**

Goal #2: Recruit, admit, and enroll by fall 2004 a class of 900 new freshman first-time full-time freshman students.

- **Enrolled 760 new freshmen, down 7.1% or 58 students from F 03**

Goal #3: Recruit, admit, and enroll by fall 2004 a class of 800 new transfer students.

- **Enrolled 946 new transfer students, up 126 or 15.4% from F 03**

Goal #4: Recruit, admit, and enroll by fall 2004 class of 300 new graduate students.

- **Enrolled 617 new to Graduate School, still verifying # totally new to A&M-C**

Goal # 5: Seek to increase the average ACT score of entering freshman to 21.5 or better and average SAT score of 920.5 or better.

- **New Freshmen average @ 956.69 on SAT**

Goal # 6: Recruit, admit, and enroll a transfer class with an average GPA of 3.0 or higher.

- **3.01 average GPA for entering transfer students**

Goal # 7: To obtain a Net Revenue from the new student enrollment of _____

Goal # 8: Seek an entering class of 70.0% undergraduates and 30.0% graduates.

- **Achieved 61.5% UG, 38.4% GR**

Goal # 9: Seek a minority enrollment of 31.4 % represented in the table below:

- Achieved **26.5% counting US nationals only,**
- **31% with International students**

Goal #10: Increase and enhance internal communications with key offices by using focused and succinct enrollment management competition, and other market reports.

Goal #11: Systematically grade and qualify Texas A&M University-Commerce inquiry pool in order to focus on those students most likely to enroll.

Goal # 12: To improve conversion/yield rates in each stage of the recruitment process.

Goal # 13: Undertake and develop an environmental scanning study with Institutional Research.

Goal #14: Establish a Financial Aid leveraging model/matrix by the fall 2004 semester.

Goal #15: Create a comprehensive internal communications system and data base with housing, financial aid, institutional research, scholarships, and admissions.

Goal #16: To develop a comprehensive inventory system utilizing EMAS to track various publications and mailings.

Strategies:

- a) Enhance the tracking system for all print materials utilized in enrollment management.
- b) Implement assessment and evaluation process – Utilize student focus groups.

Description	Printed date	#	Publisher	Designer	Printing Cost/per piece	Self Mailer
View Books	Fall 02	30,000	Best Press	Kolar	1.25	yes
Search Piece	Fall 02	80,000	Best Press	Kolar	1.25	No
Envelopes Letterhead				A&M- Commerce Printing		
Campus Visit Brochure	N/A			A&M- Commerce Printing		
Academic Program Brochures	Fall 2003			A&M- Commerce Printing		

Goal 17: To enhance and improve our ability to track A&M-C alumni .