Deans’ Council Minutes
December 14, 2004

Revised Routing Form for ALL University Proposals (Attachment) – Dr. Allan Headley reviewed a proposed one-page form and indicated that a separate form may be needed for budget. He further explained that the classification of proposals as “research” or “training,” for example has formerly been designated by staff in Financial Services. Henceforth, it will be up to deans, VPs, and the Dean of Graduate Studies and Research to determine the proposal classification. Deans voted unanimously to adopt the form.

Weighting Headship Release Time for Administration (Attachment) - Joyce Scott shared information from other public campuses about strategies for weighting release time for administration at the department level. One issue of concern is the expense of summer administration in relation to the Summer Session budget.

Orientation Update – Mary Hendrix reported that there will be two orientations this spring, January 13 for incoming transfer students and January 14 for freshmen. In addition, an on-line module will be available beginning December 15 for those who cannot get to campus. She stressed how important it will be for faculty to be available on these dates and for individuals from the deans’ offices to be available to open new sections or over-ride enrollment caps. The Orientation sub-committee is recommending that assigned faculty advisors be available each day from 1:30 until they are no longer needed. Several faculty on the sub-committee indicated many students show up on the day of Orientation and the departments were unaware of the need to stay until they received notification from the Orientation Director.

Minority and Women Doctorates Guides – Joyce Scott circulated the two volumes of this guide and invited deans and department heads to use the guide in seeking to diversify candidate pools. The guides will be available at the Provost’s Office.

Class Scheduling for Summer 2005 – Joyce Scott reviewed with Deans the use of Ad Astra software for scheduling classes, saying it would be used on an experimental basis to schedule classes for Summer Session and then for fall.

Three-peat Surcharge (Attachment) – Joyce Scott reported that there were at least 60 students who would be taking a course for the third time and would therefore be subject to a surcharge. The President has offered to cover half the cost for the spring as we implement this legislative mandate.

Space Utilization Analysis – Mary Hendrix briefed the deans on A&M-C’s consistent failure to meet Coordinating Board guidelines for space utilization on the campus and the impact this has on our HEAF allocation from the state. Optimum use is judged to be 38 hours per week for a classroom and 25 hours per week for a lab. To improve our classroom utilization ratio, the university would need to take approximately one-third of the classrooms off the inventory and allocate the space to offices, study rooms, etc. Further study will be required and a plan will be developed.

Summer Camp/Conference Coordinator – Joyce Scott briefed deans on a possible staff position to support conferences, institutes and summer camps. Deans offered input. A position description will be circulated.

SAC’s Requirements – Mary Hendrix indicated Randy McBroom would be coordinating a campus meeting on January 20 to review our Reaffirmation status. All deans and department heads will be asked to attend. There are three supplementary recommendations requiring follow up: computer literacy, assessment of learning outcomes in distance education programs, and graduate program review.
Texas A&M University-Commerce

Internal Routing Form for External Sponsored Projects

Principal Investigator: ___________________________ Department: ________________

Co-PI/Director: ___________________________ Department: ________________

Proposal Title: ___________________________ Submission Deadline: ________________

Collaborative proposal with external institution? □ Yes □ No If yes, lead institution? ___________________________

Check all of the following that apply:

- Type of Project: □ Research □ Training/Instruction □ Community/Public Service □ Student Support □
- Type of Award: □ Grant □ Agreement □ Contract □ Subcontract □ Gift/Donation
- Classification: □ New □ Renewal □ Supplement □ Continuation

Amount of Funds Requested: ___________________________ Project Start Date: ___________________________ Project End Date: ___________________________

Funding Agency: ___________________________ Agency RFP#: ___________________________ Program Name: ___________________________

Type of Agency: □ Governmental □ Foundation □ Corporation □ Individual □ Other

Project Requirements:

- Human subjects involved? □ Yes □ No □ Pending committee review Approval Date: ________________ Exempt from review
- Vertebrate animals involved? □ Yes □ No □ Pending committee review Approval Date: ________________

Are biohazards, recombinant DNA, radioactive and/or radiation producing material or lasers involved in your project? □ Yes □ No

Indirect/facilities & administrative cost level: □ Full (federal rate-50% of salaries & wages) □ None □ Partial:

Cost-sharing & Matching Funds: (Include additional page for complete description and source of funds/matching)

Cost-sharing required or encouraged by funding agency? □ No □ Yes If yes, complete following:

<table>
<thead>
<tr>
<th>Faculty Time</th>
<th>Name</th>
<th>Percent of Time</th>
<th>Time Period</th>
<th>Amount</th>
<th>Department Head Approval</th>
</tr>
</thead>
</table>
| Matching funds required or encouraged by funding agency? □ No □ Yes If yes, complete following:

<table>
<thead>
<tr>
<th>Funds</th>
<th>Amount</th>
<th>Account Number for Funds</th>
<th>Department/Dean’s Approval</th>
</tr>
</thead>
</table>

Other matching/cost-sharing, including non-faculty salaries, equipment, travel or other direct costs:

<table>
<thead>
<tr>
<th>Type of matching/cost-sharing</th>
<th>Value &amp; How Estimated</th>
<th>Source</th>
</tr>
</thead>
</table>

Signatures:

As investigator, I certify that I am not delinquent on any federal debt, such as taxes, student loans, etc; I am not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transactions by a federal department or agency; I am responsible for technical conduct of the work and for submission of technical reports; I am responsible for compliance with award terms and conditions; I am not aware of potential sponsor publishing restrictions or sponsor requirements for patent rights in violation of board of regents polices; I have submitted the A&M-Commerce Significant Financial Interest Certification Statement; the information contained on this form and the corresponding proposal is accurate and complete.

Principal Investigator Signature ___________________________ Date ________________

Co-PI Signature (if applicable) ___________________________ Date ________________

Department Head Signature ___________________________ College Dean Signature ___________________________ Grant Accountant Signature ___________________________

Internal Use Only – Graduate Studies & Research will complete

Vice President of Business Administration Signature ___________________________ Director of Advancement Signature ___________________________

Dean of Graduate Studies & Research Signature ___________________________ Provost Signature ___________________________
December 13, 2004

Dear Student:

Recently, I wrote to you about the Texas Legislature’s decision to withhold funding for a course that a student is repeating for a third time or more. The legislation will eliminate State funding for courses repeated three times. However, Universities are authorized to recover those funds through a surcharge assessed on the repeated course. We are in the process of implementing campus procedures to recover the revenues lost as a result of this legislation.

After reviewing the situation of students who will be repeating a course for the third time in Spring 2005, President McFarland has decided that Texas A&M-Commerce will help students meet this expense in Spring 2005. Specifically, he has directed that A&M-Commerce subsidize half of the surcharge for third repeats (or more) of courses this spring only. This means that the surcharge to a student will be $129 per credit hour instead of $258. Effective Summer 2005, the full surcharge of $258 per credit hour will be instituted.

I hope that this assistance authorized by our President will help you this coming semester and that you will achieve your academic goals. If you have questions about the 3-Peat policy or A&M-Commerce’s subsidy, please contact the Registrar’s Office at 903-886-5102.

Please accept my good wishes for the holidays and for 2005.

Sincerely,

Joyce A. Scott
Provost

pc: President McFarland
Vice President Pankratz
Registrar Bussell