

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

DRAFT

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 Facilities/Equipment

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
 Yes No

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:

Faculty Time	Name	Percent of Time	Time Period	Amount	Department Head Approval

Matching funds required or encouraged by funding agency? No Yes If yes, complete following:

Funds	Amount	Account Number for Funds	Department/Dean's Approval

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

Type of matching/cost-sharing	Value & How Estimated	Source

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 policies; 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