

## Deans' Council Agenda--May 16, 2006

**UPD Report on Unlocked Buildings - (Attachment)** - Joyce Scott distributed a UPD report on buildings found unlocked after having been secured earlier. She asked the Deans to discuss with Heads/Directors how we could manage our facilities more responsibly. Of particular concern were high incidence of negligence in PAF, Journalism, Social Science and the NEW Science Bldg. for a total of over 500 cases in the spring semester. It was noted that the Science Bldg. contains very expensive new equipment which must be safe-guarded. Suggestions included key cards, charge for keys and require return from all students before releasing transcripts or paychecks. Other suggestions: identify which doors opened on the report, set up a formal key control system, have videotaping of key facilities/doors.

**2005 Academic Report B - SCH by Instruction Type - (Attachment)** – TAMU-Commerce has one of the highest rates of SCH in Individual Instruction in the A&M System. Deans explored reasons for such high rates of total SCH (8.11% F 04, 8.37% S 05) and noted poor resource management in the sequencing and scheduling of courses. An orientation would help Department Heads plan better, with a goal of reducing the proportion of Individual Instruction. The TAMUS average is 5.50-6.32%.

**2005 Academic Report F - 30% Drop Rate Report - (Attachment)** – TAMU-Commerce had 25-34 organized classes with drop rates greater than 30% in AY 04-05, a range of 1.95-2.70%. This loss was among the higher in TAMUS and marks a waste of resources and ineffectual teaching/retention practices. Suggested approaches: Dean's signature for drops after 20<sup>th</sup> day, set specific limit on drops allowed in a degree, instructors provide assessment of student progress in first 6 weeks, move the drop deadline to precede mid-term to encourage student engagement.

**Department Heads' Retreat** – the preceding issues led to discussion of the desirability of a Heads' Orientation Retreat prior to the start of the academic year to address such issues as:

- Curriculum/class sequencing
- Office hours
- Key control
- Course scheduling
- Enrollment management
- Advising
- Inventory control
- Banner degree check system-CAPP

Jim Klein agreed to take the lead and work with Academic Affairs to plan a Retreat.

**Pandemic Influenza Team - (Attachment)** - Joyce Scott shared a bulleting from the Center for Disease Control about campus planning for an Influenza Pandemic. Deans generated a list of campus offices/departments that should be involved, and the Provost will take steps to form a group and charge it to begin work this summer.

**International Students - Online/Classroom courses** - Joyce Scott shared a notice from Director of International Student Services Noi Prepan about F-1 Visa limitations for international students. They may take one course online of 12 hours required for F-1 status. Dean Headley reported that he had consulted with TAMUS Graduate Deans and would circulate responses.

**Undergraduate Enrollment** – Yvette Murph reported on May Mini enrollments and steps being taken to convert 117 students on drop list to enrollees. . A special effort is being made with freshmen and transfer applications to convert students to “admit” status and get them signed up for Orientation where they can register for classes.

Discussion turned to final grade reporting and a list of several faculty who had not met the 5 PM Monday deadline. This affected 347 students and held up distribution of final grade reports for the term.

**Graduate Enrollment** - Jon Travis reported on special efforts taken by departments to increase numbers but noted that headcount of new students was down from last year's final numbers. The Council discussed how to close the gap and enroll an additional 359 new graduate students by the start of fall 2006. Yvette Murph and Jon Travis will work together to identify strategies for increasing new enrollees.

In relation to Summer School, it was noted that despite the reduction in the number of sections offered, it looks like SCH generated will be up. A purpose of better planning seems to be realized.

The Graduate Expo had a good turn-out of faculty but only 23/90 students who had signed up actually attended. He proposes to schedule similar workshops around the Metroplex.

Dean Headley reported that the two Pathways scholarships to the doctorate had been offered, one to a student in Literature and Language and the other to a student in Psychology or Education Administration

**University Studies - 43 hour requirement - The** University Studies Council voted to retain two credits of Activity Courses in the core, resulting in a 42-hour core and a minimum total of 121 hours for any degree. Academic Affairs will reduce all programs by the deleted capstone course and prepare a call to all departments with degrees over the 121 hours to examine them with an eye to reducing total hours. This activity will begin after the start of the fall semester.