

**Deans Council/Director's Meeting
MSC Conference Room
March 11, 2008**

Attendance: Dr. Mary Hendrix, Dr. Sharon Chambers, Dr. Hal Langford, Stephanie Holley, Sharon Fulkerson, Stephen Garretson, Dr. Charlotte Larkin, Wendy Gruver, Hope Young, Mallory Horne, E. Thayne King, Jack Harred, Dr. Brent Mangus, Robert Dotson, Dr. Linda Clinton, Craig Wheeler, John Mark Jones, Robert Hodges, Dr. Allan Headley, Shelly Matikiewicz, Paige Bussell, Dr. Deborrah Hebert, Dr. Bill Humbert, Sharon Vice

Provost's Briefing – Dr. Hendrix announced the tremendous success of the Mane Event held March 1, 2008 and thanked everyone for their help and participation. The event was well organized and created an energetic, exciting atmosphere for the largest crowd in attendance in several years. All who helped were to be commended for their professionalism, courtesy and overall enthusiasm.

Dr. Hendrix reported that pursuant to discussion within the President's Advisory Council (PAC), effective 3/24/08, Custodians will lock and unlock classroom doors. As well, budget review for FY09 will begin 3/24/08.

Registrar – Paige Bussell distributed a sample three-year academic calendar (built on the Federation calendar) and requested undetermined dates be provided to her as soon as possible. Dr. Klein noted the Fall 2008 start date was one week later than usual and a general discussion was held regarding the propriety of building the calendar in line with TWU vs. other colleagues. Ms. Bussell explained the rule of thumb for determining dates of Spring Break as follows: break will occur the 3rd week of March, with a week defined as 3 or more days.

The March 10, 2008 date for Texas A&M University-Commerce Commencement was approved by PAC with the format following that of Fall 2007. Navarro Commencement will be Friday, March 9 in Corsicana. Ms. Bussell then announced that Purchasing approval is pending for the ACALOG online catalog software system.

Morris Recreation Center – Shelly Matikiewicz expressed thanks and appreciation to all who assist with the Mane Event (3/1/08).

Graduate Studies & Research – Dr. Allan Headley noted the Graduate School is still in preparation for the Fall Research Symposium.

International Student Services – John Mark Jones announced the April 4, 2008 Multicultural Festival beginning with the Parade of Flags at 11:00 a.m. Mr. Jones reported on efforts to create an airport pickup service for international students.

Library – Craig Wheeler announced the acquisition of a collection of Jeana Yeager's aviation materials. A commemoration ceremony will be held April 17, 2008. Mr. Wheeler indicated that efforts continue towards increasing archive and collection donations.

Assistant Dean of Students – Robert Dotson announced the 3/14/08 Scholarship Deadline.

College of Education & Human Services – Dr. Brent Mangus reported the College's continued efforts to recruit and hire for several open faculty positions.

Student Affairs – Dr. Deborrah Hebert indicated that Student Service Fee Requests were distributed and are due 3/25/08. Leigh Ann Powell has created standardized application packets for Disability Services and is also working on a dedicated website.

Institutional Research – Jack Harred announced their office will offer two presentations of the NSEE and Graduating Senior survey results on 3/12/08 and 3/13/08. Mr. Harred stressed the many impromptu opportunities for faculty and staff to make impressions on students and family members. He shared an example from the results of the Retention Committee student focus group where a mother had brought her son on campus to take the SAT test. The mother was so impressed with the beauty of our campus, that she enrolled both herself and her son.

Residence Life – E. Thayne King reported on the success of Residence Life Week (2/18/08). He further announced that his staff had met with the offices of Financial Aid and Enrollment Management to discuss ways to increase and encourage communication and information sharing. Mr. King then reported on the status of vendor bids to conduct a housing master plan survey. The survey will study the entire housing program currently in place and will give suggestions for improvements.

Professional Development/UII – Sharon Vice thanked the group for their support of and feedback regarding the University Interscholastic League (UIL) program. She also encouraged staff to take the initiative to speak with students during the UIL event as this will make them feel welcome and can lead to recruitment and educational opportunities the students may not have thought possible.

Admissions – Hope Young offered another thank you for support and participation at the Mane Event. She particularly thanked the Morris Recreation Center for their outstanding efforts. She next reported that the Office of Admissions was entering a push for applications, focused on students currently in the inquiry stage. As well, there are several updates and training sessions scheduled for the Recruiters.

Student Assessment Office – Wendy Gruver thanked Dr. Charlotte Larkin for providing the Assessment Office with updated computers. Ms. Gruver reports the Assessment Office has seen a significant increase in the number of individuals taking the teacher certification test via computer. Ms. Gruver also noted that mid term grades will soon be posted and subsequently tracked for retention data.

Instructional Technology & Distance Education – Dr. Charlotte Larkin announced the hiring of several new staff members.

Career Services – Sharon Fulkerson reported that the National Student Association has opened a virtual employment fair for international students only. She requested any feedback that faculty or staff may hear regarding the site.

Career Services is currently in negotiation with an Austin-based company to implement online job posting, search and resume posting software by July 1, 2008. The tentative title of the site is "Lion Tracks" and will be TAMU-C branded (software and company support will be invisible.)

College of Arts & Sciences – Dr. James Klein echoed Dr. Brent Mangus in stating that the College of Arts and Sciences was also in the process of recruiting and hiring for several open faculty positions.

Enrollment & Retention – Dean Holley reiterated that she was elated with the success of the Mane Event. She also noted that the Enrollment & Retention division was undergoing a massive marketing push and had purchased a substantial amount of student target names. Dean Holley noted a 30% improvement over 2007 admissions statistics in inquiries, applications and acceptances. As well, there was a jump in applications immediately following the Mane Event. The May Mini enrollment has increased from the same period in 2007. Registration will begin 3/24/08 and is currently in testing stage. The Enrollment & Retention division is making sincere efforts to improve processes and services and requests university-wide input and support. Dean Holley reported on the success of the AVID (Advanced Placement) partnership with area schools.

College of Business & Technology – Dr. Langford encouraged participation in the UIL Academic Fair on April 12, 2008, and announced the UIL Track Meet to be held April 25-28, 2008. Dr. Langford noted this event as an excellent opportunity to showcase Texas A&M University-Commerce to prospective students and the general public.

The College of Business & Technology continues to receive good responses from Phi Theta Kappa events and is beginning the transformation for PTK recruiting to be conducted through the Enrollment & Retention division.

Dr. Langford reported on the phenomenal and unexpected success of his presentation to the Texas Association of School Business Officials (TASBO). Over 1500 students attended and Dr. Langford gave away numerous TAMU-C enrollment applications and directed several students to the online application site.

Conclusion and Dismissal of Directors– Dr. Hendrix thanked everyone for their continued efforts and contributions which were making an actual difference in student’s lives. She encouraged all to have a safe and restful Spring Break.

Dean’s Council Topics

Legislative Budget Staff - the Legislative Budget staff will be on campus the week of April 1, 2008.

Tenure & Promotion – the Faculty Senate is currently working to standardize the tenure and promotion process. Once the Senate offers their proposed processes, the Deans and Provost will need to review and edit the Procedures. A meeting was scheduled for 3/13/08 to continue discussion and review.

Advising Guide – the Provost asked if the Deans felt the Advising Guide was a useful tool. Dr. Langford indicated that advising cannot fall only on the advising staff and that advising for juniors and seniors needs to be moved to the faculty. A general discussion ensued regarding the relative merits and deficiencies of the Banner system and possibilities for improving the degree audit process. Dean Headley specifically requested the title “Undergraduate” be added to the Advising Guide.

Freshman Success Seminar – Dr. Chambers reported that a textbook had been identified and was available from the publisher for apx. \$27.00. However, the University Bookstore would need to increase the price to apx. \$40 because they are unable to resell a customized book. Dr. Klein suggested purchasing the book from the publisher, increasing the orientation fee and including the book in the orientation packet.

A general discussion was held regarding the appropriate faculty and/or staff to teach the Freshmen Success Seminars, how to encourage instructor responsibility and how to correctly account for teaching credit hours received.

Student Planners – Dr. Chambers suggested increasing both the scope of information in the Planners and the number of students who receive them. Dr. Chambers requested the Deans review the Planners and provide any additional information to Shelly Matikiewicz.