

Deans Council/Directors Meeting
MSC Conference Room
September 11, 2007

Attendance: Dr. Mary Hendrix, Dr. Sharon Chambers, Dr. James Klein, Dolly Lasater, Dr. James Vornberg, Dr. Allan Headley, Dr. Bill Humbert, Dr. Raymond Green, Dr. Charlotte Larkin, Sharon Fulkerson, Sharon Vice, (? lady in green/black stripes, blonde hair), Anna Lennon, Tim Willett, Wendy Gruver, Stephen Garretson, ?, Courtney Manskey, Lisa Rhoades, Darnisha Reed, Veronica Reed, Noi Prapan, Dr. Deborrah Hebert, Linda Clinton, Dr. William Thompson, Shannon Carter, Dr. Hal Langford, Craig Wheeler, Jody Todhunter, E. Thayne King, Paige Bussell, Dr. Randy McBroom

Enrollment Report – Dr. Bill Humbert reported 545 students currently enrolled in Corsicana; Dr. Charlotte Larkin reported 4,650 online students (figure comprises total number of students in every class); Stephen Garretson reported 122 students enrolled in Midlothian. Dr. Hendrix thanked everyone for their work in reaching 9,000 student enrollment.

Financial Aid – Dolly Lasater reported 1,000 financial aid suspension letters were distributed Spring 07 of which 382 were appealed. Ms. Lasater announced a policy change wherein financial aid staff will officially review and determine student status once per year (per federal requirements) in the fall. Although warning letters and emails will be sent periodically to the student, a suspension decision will be determined only once per academic year. A question was raised whether warning letters will be copied to campus advisors, departments, etc. Further discussion will see procedure implemented to improve communication across campus.

Residence Hall Issue – E. Thayne King reported that roughly 200 students out of 1600 were “no-shows” for campus housing. Of those 200, 42 were not currently registered. There are still approximately 32 students living on campus that have not officially reported to obtain their key. Mr. King suggested a review of current housing deposit policies and procedures to bring TAMU-C in line with other institutions and to discourage “no-shows”.

Recruiting Activities – Jody Todhunter indicated there were 300+ high school students on campus for College Day. TAMU-C is hosting a College Board Workshop on 9/13/07 and expects upwards of 32 counselors to attend. A similar ACT workshop is scheduled for 10/9/07, as well as University Preview day on 11/3/07. It is currently Dallas TACRO week and TAMU-C Recruiters are running 4 programs both day and night. This same event will occur the following week in Houston. Mr. Todhunter noted that he has recruiting calendars available for TAMU-C staff wishing to coordinate recruiting efforts. Mr. Todhunter requested assistance in scheduling training at the department level for the four new Recruiters. The Office of Undergraduate Admissions is currently accepting and processing Spring 2008 applications. Mr. Todhunter noted that transfer students will be able to register for Spring 2008 the third day after registration is open to freshmen.

Advising – Dr. Hendrix asked Dr. Randy McBroom to report on the NESSY (?) survey. Dr. Hendrix then noted there are CAPP degree audit issues to which Ms. Paige Bussell reported that the problems stemmed from the original build in Banner and that an outside agency will be contracted to recreate and build a current, compatible format. Dr. Hendrix introduced the TEA/COB College Readiness (P16) initiative and requested Ms. Wendy Gruver coordinate and act as the TAMU-C central contact. A discussion was held regarding the need to create a catalog and 4-year plan similar to that at other institutions. A Catalog Committee chaired by Dr. Hal Langford was created with members comprising the Academic and Graduate Deans, Dr. Charlotte Larkin, Paige Bussell, Judy Vergara, and Lisa Robinson. Ms. Paige Bussell requested and was approved to create an Academic Calendar Committee.

Retention Plans – Dr. Hendrix opened a discussion regarding TAMU-C retention plans, then charged Dr. Sharon Chambers to chair a committee to create and implement Retention Infrastructure Teams with detailed procedural plans by 9/24/07. Committee members include the Academic and Graduate Deans, Dr. Deborah Hebert, Wendy Gruver, Linda Clinton, Dr. William Thompson, Sharon Fulkerson, Josie Davis-George, Veronica Reed and Darnisha Reed.

FSS Classes Status Report – Dr. William Thompson reported 705 students enrolled in Freshmen Success Seminars (FSS). A discussion was held to address issues such as the number of FSS classes required for Spring and Summer terms, the need to enforce attendance in FSS classes and implications for non attendance, and a review of the structure of the classes in a 3-hr vs. 1-hr format.

Honors College Status Report – Dr. Raymond Green reported success in the Honors College with 55 students active in the program. Dr. Green noted he already has 10 applications for Fall 2008, that relationships with Prairie Crossing Apartments (where the students are housed) are good, and that participants are “talking” about their good experience with other students.

Student Information – Dr. Hendrix noted that student contact information on Banner is not reliable and a discussion was held to determine ways to obtain updates and corrections. Suggestions included asking faculty to request telephone numbers and email addresses on the first class day. However, it was pointed out that myleo is the official means of email communication and students and faculty should be held responsible for using myleo addresses. It was noted that students can forward their myleo email to an outside address.

Family Day – (Attachment) Dr. Hendrix distributed a handout with the tentative Family Day schedule. A discussion was held regarding the schedule and how to best accommodate students and families for the event. Dr. Deborah Hebert will provide a revised schedule for further review.

Graduation Applications at Graduate Level – Dr. Allan Headley asked whether the graduation certification window could be extended. Drs. Klein, Langford and Vornberg noted that their colleges unofficially certify graduation on an ongoing basis, sometimes one to two semesters in advance. However, it would be an undue burden to expect the Registrar to extend the current certification window.

IT After Hours Help Desk – Dr. Charlotte Larkin reported on the success of the After Hours Help Desk initiative for online students. The help desk was manned until 10 p.m. for the first three weeks of the semester. Dr. Larkin reported 12 calls on the first night, with call volume diminishing through the following nights. Calls were not exclusive to online course issues; however, all issues were able to be resolved by the next business day. A general discussion was held regarding the need for a University receptionist to answer the phones after hours and one, main switchboard telephone number. Dr. Hendrix further noted the need for all faculty and staff to be polite and courteous to students and to one another.