

Deans Council Minutes
 BA 290, Boardroom
 May 11, 2010, 9:00 – 11:00 a.m.

Present:

Dr. Lemanski
 Dr. Evans
 Dr. Langford
 Dr. Mangus
 Dr. Headley
 Cynthia Rhodes
 Greg Mitchell
 Greta Spradling
 Amy Patrick

Rex Giddens, Director of Employment Services, discussed System Policy 33.99.15, Reduction in Force for Employees Other than Faculty. He emphasized the need for a formal analysis for each reduction in force be conducted and presented to the President and General Counsel for approval. Rex can help with this processes if needed.

1. Graduate Assistantships justification by Department/ Dean – Dean Evans and Dean Langford presented their request and justification for Graduate Assistants. Dean Langford also presented his justification for Adjunct Faculty. Dr. Mangus presented his current GA budget. The Library currently has five GANT positions.

Dean Headley presented a Graduate Assistantship, Salary Range document for discussion. Dr. Headley compared the GA salary ranges to UT Dallas at \$25,000 and TWU at \$13,000. The proposal met no opposition by the Deans. The proposal has been recreated in the two charts below.

Master's/Specialist	Low	High
9 months (fall & spring)	\$8,000	\$16,000
4.5 months (fall & spring)	4,000	8,000
3 months (summer I&II)	2,666	5,328
1.5 months (one summer term)	1,333	2,664
Doctoral	Low	High
9 months (fall & spring)	\$10,000	\$18,000
4.5 months (fall & spring)	5,000	9,000
3 months (summer I&II)	3,333	5,994
1.5 months (one summer term)	1,666	2,997

Salaries based on full-time assistantship (.50 FTE)

2. FY 11 Budget – Cynthia Rhodes – **Action Item: Provide a memo with justification and request for GAs for FY 2011 budget by Thursday, May 13, at 5:00 pm.**
3. Summer Classes – Deans stated there is pressure on the Colleges to open more sections of courses this summer for the base year. There has not been any information on where the funding was going to come from.
 - Minimum number of students for classes – (no information provided at meeting)
 - Deadline for canceling classes – Monday, June 7, the first day of class
 - Efforts to move students to other classes – Department Head and advisors should assist students with other course options.
 - Additional adjuncts – The Deans will determine if more adjuncts are needed.
4. New Procedure 24.01.01.R0.02 – Infectious Biohazards and/or DNA in Research – Allan Headley (table for next meeting)
5. HB 2504 Report (follow-up from DH Luncheon) – Greta Spradling – The Deans and Department Head are to monitor the quality of materials submitted by departments for the web.
6. Required Training for of the Governance Response for all Department Head, due August 31, 2010 – **Action Item: The Provost will distribute a letter stating all Department Head are required to complete the training by August 31.**
 - Online Course 1004: Positive Mgmt of Performance Problems, offered by the A&M System Office, 2.5 hours
 - (or) Positive Performance Management, taught face to face by Shawntay Carrier, 3 hours
7. Optional Training - Academic Leader Online Seminar – June 9 – “Hiring Faculty: How to Make Your Most Critical Decision” (optional) – **Action Item: The Deans will contact Greta Spradling if they would like for this training to be purchased.**
8. Open Forum

Next Meeting: TBD