

Deans Council Minutes
Boardroom BA 290
July 13, 2010, 9:00 – 12:00 p.m.

Present:

Dr. Larry Lemanski
Dr. Randy McBroom
Dr. Salvatore Attardo
Dr. Hal Langford
Dr. Brent Mangus
Dr. Allan Headley
Greg Mitchell

Cynthia Rhodes
Greta Spradling

Guest:

Randy Jolly
Jack Harred
Dr. Sandy Weeks

Expert List, Randy Jolly (guest) - Randy Jolly has requested an updated list of faculty members who can be called upon to provide expert information for interviews and news stories. Allan Headley will collect and store the information since it is utilized by multiple areas. The deadline for submitting the information will be in mid-September. Digital Measures will be used for collecting and storing the information.

Faculty Allocation Report update, Jack Harred (guest) – Jack provided a revised report where faculty roles are broken down into three areas; teaching load, administration, and research. The column titles Appointment 1 (Appt 1) represents faculty teaching load. Appointment 2 (Appt 2) represents administrative duties add to faculty assignments. And Appointment (Appt 12) denotes the allocation of research to the faculty assignments. The accuracy in the division of duties provides accurate calculations for teaching load versus student enrollment. To refine the data, departments will be asked to identify faculty with administrative duties outside the department. This information is to be reported to Jack Harred.

Online Faculty Handbook, Sandy Weeks (guest) – Sandy demonstrated the dynamics of the online Faculty Handbook. The Deans discussed ideas for keeping the handbook updated. It was determined Sandy Weeks and Jennifer Oyler would maintain the handbook this year. The Faculty Senate will be asked to maintain the handbook in the future.

1. **Research Update – Allan Headley** – Allan provided data to show the research dollars presented to the Texas Higher Education Coordinating Board. In fiscal year 2010, extramural funding received \$5,526,688. Of that amount, research accounted for \$3,367,475. The Coordinating Board compensates the university with additional dollars based on research. From 2007 to 2010, A&M-Commerce has seen steady growth in extramural funding. The largest percentage of research money comes from the Federal Government. The total amount of research funding provided is \$267,937. This would be an informative presentation for the Faculty Senate and Department Heads.

2. **GA Distribution – Randy McBroom** – Randy distributed Graduate Assistant Requests by the Deans. More positions were requested than the budget would allow. [Tuition remissions are to be used for graduate assistant – teaching \(GAT\) or graduate assistant – research \(GAR\) only. \(minutes revised 8/11/2010\)](#) Each Dean will meet with Dr. Lemanski this week and narrow down the priorities. Cynthia Rhodes reminded the group that the budget is due July 26.

3. **Texas Higher Education Coordinating Board, Graduate Education Advisory Committee (GEAC)** – Larry Lemanski provided an update on the GEAC meeting from the week prior. With the projection for more budget cuts, a moratorium may be declared on new doctoral degrees. Institutions must be outstanding in their doctoral programs. Low producing programs should be considered for closure. The Deans discussed the length of time it takes for part-time doctoral students to complete the program. The center in Rockwall was suggested as an example for doctoral students to complete course work in two years and the dissertation in two years.

4. **CREATE Grant** – Greta Spradling outlined the expectations of the Sid Richardson CREATE Grant. Provost Lemanski will chair the committee. Tom Faulkenberry will serve as the Project Manager. Brent Mangus will take the lead in organizing the committee and communicating with the Provost. Meeting minutes and correspondence are to be shared with the Provost Office.

5. **HB 2504 Update** – Greta Spradling demonstrated compliance to Section I (51.974), Internet Access to Course Information. Each course for Summer II includes a link to the faculty CV, syllabus, and required course materials. The Deans can review the links for Summer II. If no link is available, the information has not been uploaded. Upload Training for administrative assistants in the College of Arts and Sciences is scheduled for August 2. This will complete all the training for all the colleges.

HB 2504 applies specifically to undergraduate courses. A&M-Commerce is including graduate courses as an added service to the students. If a graduate research course does not have a syllabus, a link will not be available. The university will be in full compliance by the August 15, 2010 deadline.

Approved course and instructor evaluation survey questions are needed. Greta will provide the questions used by E-College minus the questions related specifically to distance education.

Announcements:

- Chancellor's Summit on Teacher Education – October 3-5 – Brent Mangus is coordinating those attending from A&M-Commerce. The A&M System Office will fund ten people from campus.
- The Deans Retreat is scheduled for August 19 and 20. (Note: Since this July 13th meeting, the date has been changed to July 18 and 19 due to a campus visit by the Chancellor.) The retreat will be at the Hampton Inn in Rockwall. Greta Spradling is making the arrangements.
- The “7 Keys to Becoming an Effective Distance Learning Leader” online workshop has been purchased by the Provost Office. All faculty are welcome to attend. The online workshop is September 14, 1:00 pm to 2:30 p.m. An announcement will be forthcoming.
- National Survey of Student Engagement is an annual survey paid for by the A&M-System. Randy McBroom will follow-up.
- The Star Award Application for the UCD Art Program will be completed by Sal Attardo and Joe Daun.
- The Deans will remind the Department Heads that reviews for promotion and tenure of the 3-5 Year Probationary Faculty, and 6th Year Probationary Faculty and Promotion Review. It is due in the Dean's Office by September 15
- Four individuals from A&M-Commerce may attend the Department Head Training in College Station on September 13 and 14, 2010. Submit your recommendations to Greta Spradling.

Open Forum:

- Randy McBroom is planning the Department Head Training for August 23 and 24.
- Discussion on Advising Fees collected.
- Digital Measures has been purchased and the contract signed. Randy McBroom will send out a memo announcing the process for using Digital Measures.
- The Institutional Effectiveness updating process was discussed. Rusty Waller will be invited to the next Deans Council to discuss in more detail.
- Deans are not receiving communications related to the New Student Orientation schedule. Greta has been asked to collect the agenda for each scheduled orientation.
- Allan Headley reported on the West Texas Pathways scheduled for October 22 and 23. The Deans agreed to host a mini-pathways at A&M-Commerce. The event is to be the last full week of the Spring 2011 semester. The Graduate School will reserve the Student Center for the event.
- The format for the Doctoral Luncheon will in the future include a video presentation. Students will be interviewed for the presentation rather than making live presentations at the luncheon. This will be initiated for the December 2010 Graduation.
- Randy McBroom reported that the Collin Higher Education Center has met SACS review requirements.

- Greg Mitchell reported that the library has donated items for the State Fair.
- The library received the Library Services and Technology Act for the third year. This award provides \$75,000 to the Library.
- Greg Mitchell is working to bring a Latin Jazz Festival to Dallas for the Spring of 2011. He is communicating with the Hispanic Chamber of Commerce.

Action Items:

- Collect Faculty Expert information and submit to Allan Headley in mid-September.
- Departments are to identify faculty with administrative duties outside the department for the Faculty Allocation Report. This information needs to be reported to Jack Harred.
- Brent Mangus will organize the A&M-Commerce CREATE Committee with Larry Lemanski serving as the chair. Include Greta Spradling on all correspondence and meeting minutes.
- For next Deans Council, submit evaluation questions for the Deans Council review in order to be in compliance with HB 2504.

Next Meeting: August 3, 9:00 a.m.