

Deans Council Meeting Minutes
Boardroom BA 290
August 3, 2010, 9:00 – 11:00 a.m.

Present:

Dr. Larry Lemanski
Dr. Randy McBroom
Dr. Salvatore Attardo
Dr. Hal Langford
Dr. Brent Mangus

Dr. Allan Headley
Greta Spradling
Amy Patrick

Guest:

Dr. Rusty Waller

Institutional Effectiveness (IE) – Rusty Waller spoke to the Deans about his work on the IE plans for the College of Education and Human Performance. Each IE plan is a method to assess and improve process – “closing the loop.” Every department in academics has a person responsible for updating the IE plan. Each college has an IE committee. The membership will be reviewed and restructured if necessary. It was decided that regular meetings of the IE committee will be held. Training can be developed from Rusty’s IE process. The committee will meet with the Deans Council quarterly for an update.

It was suggested that the report on graduate success should add expectations while students are enrolled and after graduation.

Rusty Waller announced the Conference on Global Learning will be November 10, 11, and 12, 2011. The speaker will be the Executive Director of SACS.

1. **Student Appeal of Instructor’s Evaluation Procedure - Randy McBroom** presented the process 13.99.99.R0.05, Student Appeal of Instructor Evaluation. The procedure was approved by the Deans with one addition, to add 30 days for a Dean to review the Department Head’s decision. Once revised, the procedure will be submitted to PAC for approval. **Action Item:** Greta Spradling will revise procedure 13.99.99.R0.05, Student Appeal of Instructor Evaluation and submit to PAC. Add 30 days for a Dean to review a Department Heads decision to number 3. It will be put forward to PAC by Dr. Lemanski.
2. **Department Head Training – Randy McBroom** announced the Department Head training is scheduled for August 23 and 24 in the Pride room of the student center.
3. **Courtesy Academic Appointments in the COEHS - Brent Mangus** made the request of the Deans to offer Courtesy Academic Appointments for non-faculty who work closely with a department. The Deans would write a memo to the Provost requesting the appointment and a recommendation from the Provost would then be sent to the President. **Action Item:** Brent Mangus will write a memo to the Provost requesting the Courtesy Academic Appointment of an individual.
4. **Conditional Admissions (handout) – Hal Langford** brought to the attention of the Dean’s Council the problem with Undergraduate Admissions for students seeking to enroll in the English Language Institute (ELI). The idea was discussed to have all ELI students apply

through the International Studies Program. Hal Langford will write a proposal on behalf of the Deans supporting this idea. Joe MacAde and John Mark were recommended for the International Studies Program. **Action Item:** Hal Langford will write a proposal on behalf of the Deans supporting the idea for all ELI students to apply through the International Studies Program.

5. **Graduate Enrollment Trends – Allan Headley** distributed a handout showing the Graduate Application by year, beginning with 2002. The graphs show the number of applications submitted, the number admitted, and the number of applicants enrolled. There is a 35% conversion rate. In 2009-2011, 6,831 applications were submitted. Of those, 4,518 applications were accepted. Only 2,439 of those applicants enrolled for classes. The Deans discussed the various methods for increasing the conversion rate.

Brent Mangus has a person hired within his college who is responsible for calling all the accepted applicants. He would like to retain this position through any budget cuts. Hal Langford utilizes the Graduate Advisors to follow up with accepted applicants. Degree plans are sent to each student with step by step instructions to register. It was suggested that each department could call accepted applicants and those who have missing items from their packet.

Action Item: Sal Attardo will write a proposal for scholarships for Graduates to encourage enrollment.

It was noted that foreign students who receive a \$1,000 scholarship will qualify for in-state tuition.

6. **Doctoral Research Tools 11.04.99.R0.22** (handout) – Allan Headley presented the changes to the procedure. It was voted on and **approved** by the Deans. **Action Item:** Dr. Lemanski will present for approval at PAC.
7. **Faculty Workload, 12.03.99.R0.01**(handout) - Allan Headley presented the procedure. The Deans agreed to a clarification of 'CB' to the Texas Higher Education Coordinating Board (THECB). They agreed to cut the second paragraph in number 4. Once revised, it will be ready to submit to the PAC. **Action Item:** Faculty Workload, 12.03.99.R0.01, will be revised by Greta Spradling and carried forward to PAC by Dr. Lemanski.
8. **Provost Reporting Calendar (handout) – Greta Spradling** presented the Provost Calendar of events. Events were updated for FY 2010-2011 with input from Cynthia Rhodes and Lisa Rabe. **Action Items:** Randy McBroom will provide Institutional Effectiveness (IE) deadlines to add to the calendar. **Action Item:** Greta Spradling will add the September 15th, Tenure and Promotion date.
9. To comply with **House Bill 2504**, **Greta Spradling** requested that the Deans agree on a standard deadline for Syllabi and CVs. The Deans agreed that each semester Syllabi and CV are to be uploaded by the Friday prior to the start of class. Classes with flex entry or those that do not follow the semester schedule will be required to be uploaded within 72 hours prior of

the start of class. All syllabi and CVs will be locked, as is, on the 8th class day for archive purposes.

The Deans approved the use of E-College evaluation questions for the Summer II Semester in order to test the HB 2504 evaluation program. **Action Item:** A standard set of evaluation questions are needed from the Deans for the Fall Semester in order to comply with HB 2504.

10. The **Deans Retreat** has been rescheduled for August 18 and 19 at the Hampton Inn in Rockwall.

Open Forum:

- Deans are concerned about the amount of adjunct pay needed to handle the increased enrollment. The Provost will ask Bob Brown to contribute to the additional expense.
- The University has three large classrooms available to schedule classes. Additional large classrooms are needed. The question was posed if neighboring small classrooms could be consolidated into one larger classroom.
- The question of SACS guidelines for Adjunct Faculty was asked of Randy McBroom. Randy responded electronically following the meeting:

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Approved: College Delegate Assembly, December 2006

- Jennifer Oyler's FIPSE Grant for \$200,000 was approved
- Cash for College is going well

- A new retention effort called Continue Learning provides a \$500 scholarship per year.
- New students who purchase a meal plan receive a housing scholarship.
- The Graduate School is providing tuition credit for 6 credit hour to GARs and GATs.
- The Nursing program will be presented as an exceptional item and the Library renovation as a Tuition Revenue Bond with a Distance Education element.
- The idea was discussed to require new incoming Freshman students to have a laptop computer. Financial Aid would assist with the purchase for students who qualify.

Action Items:

- Greta Spradling will revise procedure 13.99.99.R0.05, Student Appeal of Instructor Evaluation and submit to PAC. Add 30 days for a Dean to review a Department Heads decision to number 3. Dr. Lemanski will carry it forward to PAC for approval.
- Brent Mangus will write a memo to the Provost requesting the Courtesy Academic Appointment for a specific individual.
- Hal Langford will write a proposal on behalf of the Deans supporting the idea for all ELI students to apply through the International Studies Program.
- Sal Attardo will write a proposal for scholarships for Graduates to encourage enrollment.
- Doctoral Research Tools, 11.04.99.R0.22, will be carried forward by Dr. Lemanski to PAC for approval.
- Faculty Workload, 12.03.99.R0.01, will be revised by Greta Spradling and carried forward to PAC by Dr. Lemanski.
- Randy McBroom will submit IE deadlines to be added to the Provost Calendar.
- Greta will add the September 15th, Tenure and Promotion date.
- Randy McBroom will have all faculty complete the outside employment form.
- A standard set of evaluation questions are needed from the Deans for the Fall Semester in order to comply with HB 2504.

Next Meeting: August 18 and 19, during the Deans Retreat