

Deans Council Minutes
Boardroom BA 290
February 22, 2011, 9:00 – 12:20 p.m.

Present: Dr. Larry Lemanski
Dr. Ben Doughty for Dr. Sal Attardo
Dr. Langford
Greg Mitchell
Dr. Allan Headley
Cynthia Rhodes
Dr. Mangus

Guest: Dr. Sang Suh
Lisa Rabe

Absent: Dr. Sal Attardo
Dr. Randy McBroom

Added Item: Deans approved the Masters of Business Administration – Executive Track for the College of Business and Technology.

1. Professional Science Masters (PSM) in Computational Sciences - Dr. Sang Suh
Dr. Suh presented a proposal for the Professional Science Masters (PSM) in Computational Sciences to Deans Council. This program has industry support from L3-Communications, Raven Industries, and Raytheon. Dr. Suh would like to have the proposal submitted in time for the May Board of Regents meeting. The program is being proposed to begin in the Fall 2011. The students coming from industry have the skills and knowledge but need the degree.

The Dr. Lemanski and Dr. Langford encouraged Dr. Suh to develop the program online in addition to the proposed face-to-face instruction. Infosys Corporation, an information technology services company headquartered in Bangalore, India, might be very interested in this program if part could be offered online and on site in Bangalore. There is a concern that if the program is only offered in the traditional format only at the TAMU-Commerce campus (or locally in Texas) the market would be saturated after a relatively short period of time. The Deans encouraged Dr. Suh to submit his proposal for traditional and online delivery.

2. Tenure and Promotion – Dr. Lemanski and Lisa Rabe

Tenure and Promotions dossiers were discussed and voted on by the Deans.

3. Class Schedule Reports

- a. The complete Course Schedule, dated 2/21/2011, was distributed.
- b. Small Schedule – Dr. Lemanski

An abbreviated course schedule, indicating classes with 15 students or less was distributed along with a memo from Dr. Lemanski.

Dr. Lemanski addressed the importance of scheduling classes efficiently. His memo states, “As you know, cost-efficiencies can be gained by a variety of methods, such as raising the enrollment cap on classes, combining smaller class sections into larger sections, utilizing interactive television technology to teach a class at multiple sites to maximize enrollment, etc. To maximize efficiency, we must increase capacity whenever and wherever possible. As Dean, each of you needs to maximize efficiency within your own college.”

Dr. Mangus stated that a department within the College of Education was able to save 2/3 of their adjunct pay by scheduling efficiently. This is a directive from Dr. Lemanski and the President to look at classes and become more efficient in order to reduce the need for adjunct faculty and utilize the tenured faculty more efficiently. The Small Class Report that is submitted to the Coordinating Board has codes for acceptable small classes. **Action: (Greta) Work with Sandy Weeks to learn about individual faculty schedules that show cross-listings and other efficiencies. Learn the source of the Course Schedule and who, outside of campus receives it.**

4. Procedure 12.03.99.R0.01: Faculty Workload – Dr. Lemanski

TEACHING LOAD

2.1 Fall and spring semesters: the normal long term teaching assignment for a faculty member is:

2.1.1 Twelve (12) semester credit hours for a faculty member teaching any combination of master's/undergraduate courses.

2.1.2 Nine (9) semester credit hours for a faculty member teaching only graduate courses.

Section 2 of the Faculty Workload states that faculty are to teach four, 3-hour courses in the Spring and Fall. This is the 4+4 rule. Faculty teaching only graduate courses will teach three, 3-hour courses in the Spring and Fall.

5. Washington, D.C. / Federal Initiatives – Dr. Lemanski (handouts)

Dr. Lemanski and Dr. Headley will meet and plan the details of the Washington, DC trip scheduled for March 7-10. With the input of the Deans, they will identify projects from FY 2011 and FY 2012 to carry to DC and the agencies to visit. The Provost would like the packets to include presentation materials for the earmark and support material. The Deans are welcome to add additional projects for earmarks or agency consideration. Greta and Natalie need to be included in the communications. Consider educational partnerships with federal contractors (i.e. defense contractors). Faculty and DH should promote earmarks in DC when appropriate.

6. UEC Notes: Essential personnel list for UPD – Dr. Lemanski

During the time the University closed due to bad weather, faculty were asked to leave campus by the University Police. **Action: It was determined that each Deans' Office will create a list of essential personnel allowed to be on campus during bad weather. The list is to be updated each semester and provided to the UPD.**

7. Procedures – Dr. Headley

- a. 11.04.99.R0 (Revised): Admissions to Graduate School (handout)

The procedure was approved by the Deans. **Action: Dr. Headley will send revised Admissions to Graduate School procedure to Greta. The final document will be distributed to the Deans for comment and then submitted to PAC for final approval.**

- b. 15.02.01.R1(New): Export Controls (handout) This procedure is still under review.

The Deans have completed the Export Controls training online. The next Department Head meeting is to include Export Controls training for the Department Heads and those who would be supervisors to visiting scholars. **Action: Dr. Headley will coordinate the**

training with Heidi. Greta and Amy will coordinate the event with the Department Heads.

8. Student Course Survey – Greta Spradling (handout)

Greta presented the goals and strategies for the development and implementation of the online, student course survey. The Deans support and approve the plan. The plan is to be shared with Student Government, the Department Heads, and the Faculty Senate for their suggestions and input. It will then be presented to UEC for review and PAC for final approval.

9. College Reorganization

a. Committee Selection will include board representation for the Dean Search including a Department Head from College of Business, College of Education, and new college, Faculty members, representatives from the Graduate School, library, from student body, a community representative, and a staff member from the new college(12-15 members).

b. Job Descriptions (handout)

Action: The Deans are to review the job descriptions for the two dean positions and submit changes. The Deans agreed that individuals appointed would need a terminal degree in a discipline of the College and be qualified for appointment as a Full Professor with tenure.

10. Retention Plan

Chris White initiated e-mails that included ideas for a retention plan during this need for efficiencies and larger class sizes. Topic for Deans' Retreat.

11. Reminders

a. Deans' Retreat, Friday, March 4

b. Mane Event, Saturday, March 5

c. Grad Expo 2011, March 31

d. Provost Awards Program, April 15

i. Student Recognition Awards for Teaching Excellence

- ii. Faculty Senate Awards
- iii. Junior Faculty Research Award
- iv. Research Awards – Deans will select three individuals for research awards from their colleges. Of those nine recognized, one will be selected for the outstanding researcher of the year award.

12. Open Forum

- Dr. Lemanski stated the Colleges will take more responsibility for managing their money beginning next fiscal year. Topic for Deans' Retreat.
- A reminder, that all vacant faculty positions will return to the Provost Office to determine if the position will be filled, reassigned, or left vacant.
- The comment was made that faculty do not understand University Finances. If they had a better understanding, it would improve communications.
- The budget meetings are a good opportunity for all employees to have a better understanding of University Finances.

Next Meeting: The March 8th meeting has been canceled. Dr. Lemanski will be in Washington, DC. Pressing items will be covered at the March 4th Dean's Retreat.

Action Items:

Greta Spradling will work with Sandy Weeks to learn about individual faculty schedules that show cross-listings and other efficiencies. Learn the source of the Course Schedule and who, outside of campus receives it.

It was determined that each Deans' Office will create a list of essential personnel allowed to be on campus during closures due to bad weather. The list is to be updated each semester and provided to UPD.

Dr. Headley will send the revised "Admissions to Graduate School procedure" document to Greta. The final document will be distributed to the Deans and submitted to PAC for approval.

Dr. Headley will coordinate the training with Heidi Wright. Greta and Amy will coordinate the event with the Department Heads.

Dean's Council has been asked to review the job descriptions for the two new dean positions and submit changes to Dr. Lemanski.