

## **Minutes: Deans Council Meeting**

Meeting: May 17, 2011

Minutes Distributed: June 15, 2011

Present: Larry Lemanski, Sandy Weeks, Gail Johnson (for Brent Mangus), Allan Headley, Sal Attardo, Greg Mitchell, Julie McElhany, and Greta Spradling

Guest: Dr. Julie McElhany - Course Design/Redesign Initiative Proposal

Dr. McElhany presented a proposal for a design and redesign initiative for online courses. The initiative will provide a framework for mapping programmatic student learning outcomes to course content and instruction for the purpose of programmatic assessment. This initiative will have a procedure for Weave to track programmatic outcomes for SACS. It will provide a framework to compare learning and reporting. This peer reviewed process will strengthen the instructional integrity and consistency of online courses.

The pilot of the program begins this summer. Dr. McElhany is considering Accounting and Social Work course for development. Courses with multiple sections will be the first for consideration. Faculty will have the academic freedom to insert their teaching style.

Dr. McElhany will present a budget request for Distance Education fees to cover training, software, and development stipends to Dr. Weeks. The deans were supportive of the proposal. A demonstration of the Learning Outcomes Manager will be given for the deans at a future meeting.

Agenda Item 1: 4<sup>th</sup>&5<sup>th</sup> Year Promotions – Lisa Rabe

Dr. Lemanski conducted the voting according to Roberts Rules of Order. The academic deans including Dr. Weeks for Dr. Mangus, Dr. Langford, Dr. Headley, and Dr. Attardo voted on each 4<sup>th</sup> and 5<sup>th</sup> year, Probationary Faculty.

**Action Item:** Dr. Weeks will review Procedure on Tenure regarding Grounds for Extension.

Agenda Item 2: Retirement Incentive Program – Dr. Lemanski

The President will announce the retirement incentive program and the approved percentage of salary that retirees will receive if they take part in the program. The deans were provided with the list of program eligible faculty.

Agenda Item 3: Approve Curriculum Changes – Dr. Weeks

The deans approved the curriculum changes with one revision to the document. The BS in College of Business was corrected to show BGS.

Agenda Item 4: Academic Affairs May Board Items – Dr. Lemanski

The deans reviewed the list of agenda items for the Board of Regents meeting, May 26 and 27. Of the 10 applications the Provost received for Faculty Development

Leave, three were approved. The three applications were forwarded to the President and will be presented for the Board of Regents approval.

Agenda Item 5: Procedures for approval

- 15.01.02: Federal Procurement Integrity Act – approved by deans and forward to PAC
- 13.99.99.R0.05: Student Appeal of Instructor Evaluation – approved by deans and forward to PAC
- 12.01.99.R0.05: Guidelines for Content and Distribution of Syllabi: Roles and Responsibilities of Faculty – revise and return to Deans Council
- 13.99.99.R0.01: Class Attendance – approved by deans with revisions and forward to PAC
- 15.0101.R0.03, Internally Funded Research Grants – Dr. Headley – revise and return to Deans Council
- 12.04.99.R0.03: The Graduate Council – Dr. Headley – revise and return to Deans Council

Agenda Item 6: Academic Advising – Dr. Lemanski

In general, the deans do not agree with the proposal for academic advising to be conducted totally by the One Stop Shop. It was concluded by Deans Council that student advising is most effective when conducted within each of the academic colleges.

Agenda Item 7: House Bills – Dr. Lemanski

The deans were provided with a handout listing all the House Bills related to higher education.

Agenda Item 8: Undergraduate Success Measures / Review for New Ph.D. proposals – Dr. Lemanski

At the TCCAO Meeting, April 27, a document was provided outlining review measures for new doctoral program proposals. Dr. Lemanski asked the deans to review the success measures. The list included six-year graduation rate, undergraduate success measures, and the implementation of procedures.

Agenda Item 9: Midlothian MITC – Dr. Lemanski

Within the terms of the MITC, Tarleton State University has requested an Agriculture, Environmental Science, and a Nursing Program partnership with the A&M-Commerce. Accordingly, Dr. Lemanski made revisions to the degree listings within the document.

Agenda Item 10: University Center at Dallas – Dr. Lemanski

The University will be signing a four year lease to remain at the current UCD location. The deans stated that graduate classes are successful at the current UCD location, but there was concern that undergraduate classes do not have adequate enrollment to support classes.

Agenda Item 11: Holiday Schedule – Greta Spradling

The proposed holiday schedule for A&M-Commerce was distributed. Once approved, the President's Office will distribute the schedule campus-wide.

Agenda Item 12: Star Award Nominations – Greta Spradling

Each dean was asked to consider projects to nominate for the Texas Higher Education Star Award. Nominations are due on June 13. Applications are due on August 15.

Agenda Item 13: Digital Measures – Dr. Headley

Dr. Weeks is meeting with Jack Harred to determine the status of Digital Measures. It was recommended that the deans' administrative assistants for each college be responsible for Digital Measures for their college.

Agenda Item 14: Book Rentals – Dr. Lemanski

The Bookstore will begin renting textbooks to students. The rentals will cost half the price of a new textbook. Faculty will be asked to use the same textbook for a minimum of two years (four long semesters).

Agenda Item 15: Low Producing Programs – Dr. Weeks

The report is due to Dr. Weeks this Friday. A final report is due to THECB June 1.