

Deans Council Minutes
Boardroom BA 290
March 20, 2012, 9:00 – 11:00 a.m.

Present: Larry Lemanski, Sandy Weeks, Roseann Hogan, Randy VanDeven, Charlotte Larkin (for Hal Langford), Brent Mangus, Allan Headley, Sal Attardo, Grady Price Blount, and Greta Spradling

1. Endowed Chairs and Endowed Professorships – Mr. Randy Van Deven

Randy VanDeven reported that the new development officers are doing well and receiving positive feedback. With the additional staff, his office is able to build more relationships. Currently the office contacts alumni. One hundred percent of the donations received go directly to the colleges. The development office does not retain any amount for administrative costs.

The 2012-2013 development goal is to raise \$1.5 million. The deans and Randy discussed funds needed for an Endowed Chair is a \$1million minimum. The amount needed for an Endowed Professorship is \$100,000 minimum. The money received could be used for a variety of purposes including augment salary, bring a person on campus, travel, equipment, operation, name a lab or facility, and contracting a visiting artist or published author. The largest gift received is the Laferty Estate for scholarships.

Ideas presented during the meeting included: (1) the deans identifying specific projects to introduce to potential donors; (2) consider building donor relationships with retired faculty and staff, (3) seek corporate donations from Fortune 500 Companies. The development office would like to have a specific person on staff who could approach the large companies and a person with the knowledge to manage estate donations.

2. Dr. Dan Jones has invited Mr. Hilton to attend the April 17, Deans Council Meeting, to discuss opportunities in the Philippines. The deans were provided with materials to review and submit questions prior to the meeting. **Action Item: submit questions to Greta by April 10.**

3. Academic Affairs –Dr. Larry Lemanski

- a. Holidays for 2012-13 (Labor Day, Sept 3 off, 10 hr days Sept 4-7)

- b. SACS and International Sites - Dr. Charlotte Larkin provided an update on the College of Business and Entrepreneurship. The other deans provided a verbal report and will follow-up with a printed report.

4. Academic Affairs – Dr. Sandy Weeks

- a. Low enrollment and flex entry classes
Classes are reported with Low Enrollment when there are fewer than ten students enrolled in an undergraduate class or less than five students in a graduate class. Dr. Weeks reported that the Deans have done a good job cross-listing and canceling small classes. She asked that they improve their forecasting. The goal is to reduce the number of small classes being reported to Austin.
- b. Procedure review: 11.99.99.R0.01, Standards and Criteria for Off-Campus and Self-Supporting Courses and Programs – Dr. Weeks discussed the guidelines of the procedure. The Region 8 off-campus program will be grandfathered from the revise procedure, as it is supported by the College of Education.
- c. Budget reduction list (1.5%) is due Friday to Cynthia Rhodes – The reduction information is confidential. People who are being affected are to be counseled by the dean in a timely manner.

5. IER&P – Dr. Roseann Hogan

- a. Faculty files will be scanned into Fortis for electronic storage. This will improve efficiencies.
- b. A list of the people serving on the SACS Steering Committee, Leadership Committee, QEP, and Compliance Committee was distributed to the deans. **Action Item: The deans are to provide recommendation by Friday, March 23.**

Dr. Hogan reported that the QEP Committee has not been meeting on a regular basis and there are no minutes or reports available. It is important to mainstream the QEP across the university. A marketing plan and new members are needed. The committee needs to consist of members from all divisions and people who will attend the meetings.

- c. Procedure 11.99.99.R0.04, Academic Program Review, was reviewed in final form. It was approved and ready to be presented to PAC. Note: It is schedule to appear on the agenda at the April 5, PAC meeting.
6. Dr. Sal Attardo reported on the ESL program for foreign students. This program while house in the College of Humanities, Social Sciences, and Arts, is a service for all students. Ideas were discussed for how to fund this support service such as an international student service fee.

7. Konkuk student update – Dr. Sal Attardo

Dr. Attardo reported that the students from Korea are doing very well. In some instances they have the highest grades in the class. In Mathematics, the students are outperforming all the other students. Students are happy with the support they are receiving. Dr. Attardo is receiving student progress reports from about 50% of the classes. A group of students are in a remedial English course that has been helpful.

8. Previous Meeting Minutes and Action Items – Greta Spradling

A draft of the meeting minutes from the March 6, meeting was made available to the deans for comments or corrections. Mrs. Spradling will update the Action Items document and forward to the deans by e-mail.

9. Open Forum

- The due date for Research Award Nominations was changed to March 29. A person receiving a Research Award is not eligible for the award again for three years. It was suggested that former winners serve as evaluators for future winners.
- The Provost Awards Ceremony is April 9, 11:30 to 1:30, in the SRSC.
- The Grad Expo is scheduled for March 22. There are 253 student prospects registered to attend.
- There is a Dollars for Scholars initiative that will take place for summer of 2012.
- In the fall semesters, students can register for a developmental Math course and be allowed to move at their own pace. A student could complete multiple developmental courses within a single semester.
- The State of Texas is drafting a Family Friendly Workplace policy.
- The Library will take part in the LivQual, online survey. To encourage participation, drawing for prizes will be conducted.
- The IER&P office has been remodeled. The office is back to taking part in standard university surveys from publications.
- The new increased standards for Low Producing Programs have been pulled and are under review.