

Minutes
Deans Council
Boardroom BA 290
May 22, 2012, 9:00 – 11:00 a.m.

Members Present: Lemanski, chair, Attardo, Blount, Clinton, Hogan, Johnson (for Mangus), Larkin (for Langford), Mitchell, Romero, and Weeks

Guest: Cynthia Rhodes

1. Academic Affairs – Larry Lemanski

a. Admissions Requirements

- Handout distributed of A&M-Commerce Freshman Admissions Standards (Sources: Student Access and Success and The Graduate School)
- Attardo asked why the TOEFL score IELTS for Freshman Admission Standards is 6.0 (with a 550 paper exam score) while IELTS for both graduate and professional and transfer admission standard is 6.5 (with a 550 paper exam score); he further stated this is an inconsistency. (Clinton told the group that in a meeting he attended that had representation from all system schools that all institutions had an IELTS score of 6 for freshmen.)

b. Dream List / TRBs Exceptional Items

- Lemanski distributed a dream list of TRB and Exceptional Items.
- List is not in priority order
- Edits/comments to list:
 - Art, Journalism / RTV request is \$39M not \$22M;
 - Science Building expansion: current structure full; location of the 3rd wing would build into the parking lot; could possibly have space for computer science
 - Plant Science Complex: located on the farm, currently needs \$3M in deferred maintenance; a new structure seems more logical
 - Nursing Building: some discussion about location, but no definitive space
 - Texas Grant & B-On-Time requests are from the SAS Division
- Other requests not reflected on the distributed list:
 - \$10,000 Competency Based Baccalaureate Degree Program (Exceptional Item)
 - HHP Academy for Health Promotion (Outreach Programs)
- Library and Technology Center (TRB request) Highest Priority
- Renovation of Library for classroom and office space

c. Travel Request

- Form distributed that is to be used by all individuals with direct line reporting to the provost (modeled after one created in the President's Office).
- The State of Texas is sensitive to funds spent for travel (Lemanski stated).

- To be used for all travel, but does not supersede the request that must be submitted to the chancellor (approved form due to the chancellor 45 days prior to departure).
 - Suggested that the source of funding be added.
- d. Issues Identified in Audits/Investigation (CEO Mtg. 5/3/12)
- Handout distributed from CEO meeting of issues identified during recent audits/investigations across system institutions
 - Former scholarship audit issues were discussed. It was noted that, although the process has improved, problems still exist, especially in filtering the criteria. Attardo recommended the process be brought back to the departments/colleges. No action was taken on the recommendation. Comments were made that the system used for the scholarship process is not user friendly. Currently Maria Ramos, the director of Financial Aid, is overseeing the process. She might need to be contacted.
 - SIDE NOTE: Hogan stated that an evaluation of support services/programs to address quality issues needs to be implemented, as it is not done.
- e. System Ethics and Compliance Officer and new Program
- Handout distributed of a procedure that was distributed at a recent UEC meeting (email from Dr. Jones included).
 - Announced that the system has a new office to oversee this and that a committee will be established.
 - Headley asked about a similar procedure for ethics in research
 - Lemanski's response was that the research procedure will probably be included in the one distributed.
 - Language addressing ethics will be added to future appointment letters for faculty and staff.
 - More to come on this item.

2. Academic Affairs – Sandy Weeks

- a. Graduate Enhancement Fees – postponed
- b. Instructional Enhancement Fees
- Handout distributed (Guidelines for the Expenditure of Instructional Enhancement/Equipment Fee Funds)
 - Some of the highlights of the guidelines were identified and a few specific questions from council members. (Rhodes)
 - Deans were encouraged to work with departments to find appropriate uses of these funds so they not accumulate unnecessarily or, if accumulation is needed for special projects, prepare a rationale describing the need to allow funds to accumulate.
- c. Certificates
- Background information provided that include about the approval process of certificates, including both certificates that are approved only locally and those that require approval through the system, THECB, and SACSCOC.

- **Motion**

It was moved by Dr. Blount (second by Dr. Headley) that the four certificates (Chemical Dependency Counseling; Leadership in Administering School Programs to Diverse Student Populations; Teacher Leadership in Bilingual/ESL Instruction; and Leadership in Digital Instruction), which are consistent with established rules and regulations of THECB and SACSCOC for certificates (number of semester credit hours and existing approved courses), be approved. Motion passed unanimously

3. Library – (Greg Mitchell)

- Announced that selected librarians will begin to teach the courses in the library science emphasis/certification in the M.Ed. in Educational Technology. The four identified all meet SACSCOC criteria for terminal degree (MLS) and are classified as full-time faculty. The transition will begin this summer. Librarians can teach one course per year on work time as service or teach as an adjunct outside of work hours. The librarians will apply for graduate council status, but this summer should apply for a temporary exemption.
- Lib/Qual Survey: results are back and an analysis is currently being made. A report will be given at a future meeting.
- Remodeling on the first floor: the Bistro area is being expanded to include more space for socialized (effort to reduce noise level in the library)

4. Open Forum

- New Funding: (Lemanski & Rhodes)
 - Handout distributed (Provost Approvals from President for New FY2013 Funding – Revised) (1.5% reallocation SIF)
 - Document was reviewed with the council
- Lemanski shared the list of topics from the Chief Academic Officers meeting at the board meeting. Included were:
 - Low Producing Programs
 - Physics programs
 - Low Cost Textbooks (Example: Orange Grove Texts Plus, a joint initiative of the University Press of Florida and The Orange Grove, Florida's Digital Repository)
 - \$10,000 Degree
 - Post-tenure review (perceived as not as rigorous as the tenure review; a Texas issue)
 - NCD Learn: news clips/documentaries from the past 50 years that are available for presentations (Mitchell mentioned that a non-profit corporation and the

Cal Community College System have a similar online resource (Intelecom Online Resources Network) that has video clips to support teaching.

- Faculty Development/Learning Center (Mitchell): Mitchell spoke about the need for faculty development. One idea was a 'Series' of programs dealing with faculty issues or items of interest. Comments from others, with discussion about different ideas and means to accomplish this.

Action Item: Hogan and Mitchell were charged with meeting to develop a proposal to develop this project.
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Meeting adjourned