

Minutes - Deans Council

Boardroom BA 290

June 7, 2012, 9:00 – 11:30 a.m.

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

Guest: Mary Hendrix, Randy Jolly, and the Curriculum Review Committee

1. Department Web Pages – Dr. Mary Hendrix and Randy Jolly

- Academic department web pages are being updated to include student information to increase recruitment.
- Videos are being added to the web pages to share student experiences and faculty interviews.

2. Curriculum Review Committee – Dr. Roseann Hogan and Committee

- The committee presented a two-year curriculum review approval process to the deans. It will be presented to Faculty Senate in July. Dr. Hogan is writing the university rule for the process.
- Paige Bussell discussed a software program that will guide the process for program changes and create changes to the catalog for the next publication.
- Before the new catalog is published, Dr. Hogan has asked that it be reviewed line by line by the Provost, Associate Provost, and Deans. The catalog should be the only sources for approved curriculum information.

3. Faculty database update – Dr. Roseann Hogan

- The IER&P department compared the faculty information in Digital Measures, the files in Academic Affairs, and information located in Banner.
 - International faculty were not in the system, but have been added.
 - After the review, it was determined that no special letters were on file to justify faculty credentials when a terminal degree was not present.
 - It was found that people were working without contracts and had access to system logins with confidential information.
- IER&P is working with the colleges to correct the credentials questions.

4. Update from SACS meeting in Atlanta – Dr. Larry Lemanski

- Dr. Lemanski provided an update on the SACS conference he attended in Atlanta.
 - The topics discussed at the Conference include having a QEP plan in place, identification of proper faculty credentials, proper approvals for new programs, and online programs.
 - The A&M-Commerce site visit is March 3, 4, and 5, 2014. Our liaison with SACS is Dr. Rudy Jackson. He has offered to visit our university prior to the site visit to assist with our preparation.
 - Dr. Hogan would like to have the SACS proposal written and a walk through of the visit in March of 2013.
5. Dallas news article – Dr. Larry Lemanski
- Universities are under the microscope with regard to their budget activity and travel. International travel must be justified with a purpose, how it benefits the university, and how the travel links to the mission. An additional signature is needed for foreign travel forms. All foreign travel forms must now be reviewed and signed by Dr. Kenneth Clinton prior to Dr. Lemanski's signature.
6. International Programs – Dr. Dan Edelman
- International Programs, program offerings at another location, and online programs that have not gone through the proper approval process will be stopped effective this meeting (June 7, 2012). The Faculty Senate and Curriculum Committee will be invited to attend the deans' council meetings when a new program is on the agenda for approval.
 - The Morocco cohort scheduled to begin this week is being placed on hold effective immediately until corrected.
7. Academic Partnerships – Dr. Dan Edelman
- Academic partnerships are relatively new to higher education. The A&M System Office is asking questions to assure that we are not competing against ourselves and to justify the rates that are paid according to the contract. A process is being written to address future academic partnerships. More information will be available after further review and discussions.
8. Assistant and Associate Dean – Internal search procedure – Dr. Edward Romero (representing Dr. Sal Attardo)

- A process is being draft to allow for internal searches for an Assistant and Associate Dean position.

9. Procedures

- The deans voted to delete procedure 12.99.99.R0.06, Professional Status of Librarians, now that library staff are classified as Library Faculty.
- The deans approved the motion to delete procedure 31.05.01.R0.01, Outside Employment and Consulting Activities of Faculty. They approved rule 31.05.01.R1, Outside Employment and Consulting Activities of Faculty.

10. Endorsing the faculty member for graduate faculty status – Dr. Allan Headley and Dr. Roseann Hogan

- Graduate Faculty Staff do not evaluate faculty credentials to determine if they are in compliance with SACS. Dr. Hogan and Dr. Sampson recommend a group review the hiring process for hiring qualified faculty with the proper credentials for the courses they are assigned to teach. They will be incorporated into the department head training.

11. Open Forum

- The College of Education and Human Services will be the recipient of a \$1 million grant. The announcement will be made on June 19.
- Dr. Jerry McMillan, a A&M-Commerce graduate, was named the new President for Grayson County College.

Next Meeting: Tuesday, June 19