

Deans Council Minutes

December 17, 2013

BA 290

Deans Council Members in Attendance:

- Dr. Adolfo Benavides, Provost and Vice President for Academic Affairs
- Dr. Dan Edelman, Associate Provost for Academic Affairs (only attended OIG presentation)
- Dr. Arlene Horne, Vice Provost for Research and Dean of Graduate Studies
- Dr. Dale Funderburk, Interim Dean, College of Business and Entrepreneurship (attended via teleconferencing)
- Dr. Sal Attardo, Dean, College of Humanities, Social Sciences and Art
- Dr. Grady Blount, Dean, College of Science, Engineering and Agriculture
- Dr. Gail Johnson, Interim Dean, College of Education and Human Services

Others in Attendance:

- Mr. Brian Bricker, TAMUS Office of General Counsel, Assistant General Counsel
- Ms. Cynthia Rhodes, Executive Assistant to the Associate Provost

Minutes recorded by Cynthia Rhodes.

Voting on Sixth Year Faculty and Promotion – Discussion was held and voting was taken on sixth year faculty regarding tenure status as well as faculty promotions.

Campus Closure and Building Access During Holiday – The campus will be closed from December 21, 2013 through January 5, 2014. Deans were requested to provide the provost with a list of faculty/staff that need access during the holiday closure. This information is needed no later than noon, Friday, December 20, 2013. There should not be any unsupervised undergraduate students on campus during campus closures. The list submitted by the colleges will be shared with University Police Department. Faculty Senate will be asked to review current procedure and propose necessary modifications as identified by the Senate.

Faculty/Staff Evaluations – Mr. Brian, Assistant General Counsel, emphasized to council members how important the data on employees' evaluation is to both the university and individual being evaluated. The evaluation from is an instrument to document an individual's performance. While evaluations can reinforce positive performance, it can also serve as a tool to document poor performance that may lead to corrective action. The evaluation enables the employee to become accountable for their job/performance. Written notices should be given to poor performing individuals and opportunities provided for improvement. The evaluation helps monitor their progress toward improvement. Mr. Bricker offered to return to campus during the spring semester to meet with department heads.

Unassigned Spring Courses – Yesterday the provost sent an email to the deans and department heads requesting they give a very high priority to reducing the lists of online sections that are either unstaffed or for which no course copy has been received by the Faculty Center for Teaching with Technology (FCTT). The list reflected 42 sections that were unstaffed which affects approximately 800 students. Colleges are to assign faculty to the courses as soon as possible and notify FCTT. Dr. Benavides wants to minimize then number of registered students who will not have access to their online courses at the start of the spring semester.

Evaluations for Adjunct/GAT with Teaching Assignments – Dr. Benavides reminded colleges that recently an evaluation form was shared with deans and academic department heads for their use in

completing evaluations for adjunct faculty and graduate assistants who had teaching assignments in fall 2013. It is important for the university to include a good cross-section of these evaluations in our SACS Focus Report which is being prepared in response to the recent off-site committee's review of our Compliance Report. The fall 2013 evaluation forms should be submitted via the deans to the Provost Office no later than noon, Friday, December 20, 2013.