

## Academic Deans Council Meeting Minutes

Boardroom BA 290

April 3, 2012, 9:00 – 11:00 a.m.

**Present:** Larry Lemanski, Edward Romero, Brent Mangus, Kenneth Clinton, Greg Mitchell, Roseann Hogan, Allan Headley, Sal Attardo, Hal Langford, Grady Price Blount, Sandy Weeks, and Greta Spradling

### 1. Academic Items – Larry Lemanski

- a. The deans reviewed the Research / Creativity Award Nominations from each college and selected Dr. Stephen Reysen as the Outstanding Researcher for 2012.
- b. The Spring Awards Ceremony is scheduled for April 9. The council reviewed the draft of the printed program and made corrections. Greta Spradling walked the deans through the order of the program and the duties of each individual.
- c. Dr. Lemanski reviewed the action item list, item by item, with the deans. Each dean provided information for updating the status of the various action items.
- d. The deans were asked to submit nominations for search committee members for the Vice Provost of Graduate Studies and Research. **Action Item: Nominations are due April 10.**
- e. Each dean was reminded to complete the information to include on the college academic partnership excel form.
- f. The Department Head job description was approved by the academic deans council. The document is ready to be presented at the next PAC meeting. **Action Item: Department Head job description submitted for next PAC agenda, April 16.**

### 2. Academic Items –Sandy Weeks

- a. The 12-month department head salary budget sheets are due to Dr. Sandy Weeks by April 6.
  - b. The letter submitted by Dr. Weeks to Dr. Hallmark and Dr. Poenisch on Low Producing Program was distributed to the deans.
  - c. Dr. Weeks reported on her SACS Competency Based Training in Mississippi.
3. Procedure 03.02.99.R2.03, Substantive Changes has been approved by PAC and reviewed by Faculty Senate. Dr. Weeks will e-mail the procedure to SACS by the April 16 due date.
  4. On April 11, from 3:00 to 5:00 pm, the Deans & Development Officer will have a meeting at Sand Hills. They will discuss development opportunities with alumni.

## 5. Open Forum

- The new e-mail addresses and domain name changed on Monday, April 9. Prior addresses will automatically redirect until September.
- The College of Business and Entrepreneurship will have a retreat on April 26.
- A meeting is needed to discuss finance and budget for Academic Affairs with Mr. Bob Brown. The financial needs are increasing as the domestic and foreign student enrollment increases.
- Provost and deans discussed the November 6 meeting with the UNT and opportunities for combined programs. UNT has not been responsive to conversations since the meeting.
- The nursing program is at the THECB for approval. The Associate Chancellor is supportive on the new nursing program here at TAMUC.
- Representatives from the Texas Engineering Experience Station (TEES) will be on campus April 9.

## 6. Issues

- An identified area to address is the conflicting information between the catalog and the web sites. The update process needs improvement.
- It was brought to the attention of the deans that the Konkuk students were unable to apply online for housing prior to their arrival on campus. The Library faced difficulty when IT did not enter the Konkuk students into the Library system.
- Dr. Clinton indicated that not all foreign travel forms for student have been completed in the past. This is a liability issue for the university.

Next Meeting: Tuesday, April 17, 9:00-11:00 a.m.