

Deans' Council Minutes
May 25, 2004

Present: T. Anglin, B. Doughty, M. Hendrix, H. Holbrook, J. Scott, E. Seifert, E. Stetson, J. Webber

1. Proposed Change in Admissions Requirements for College of Business and Technology—Deans Council reviewed the proposed changes and approved them.
2. Workload Adjustments Summer 2004—the Provost reviewed the workload release proposals and the budgeted administrative costs for a total cost of \$306,000 plus those on 12-month contract and indicated that this is high for what is supposed to be primarily an instructional period.
3. Administrative Expenses for Summer School—the Provost asked the Deans to consider how to reduce administrative costs for summer school. Some discussion addressed 11- or 12-month contracts for department heads and/or differential contracts depending upon enrollment and level of program (undergraduate, graduate/master's or doctorate, mixed).
4. Fair Labor Standards Act—changes in this act may affect how we handle employment of graduate assistants. If the new language goes into law, either we will need to declare all graduate assistants non-exempt and track carefully by timesheets their hours with hours over 20 for a full-time GA being recompensed by overtime pay or comp time.
5. Student Information System Implementation Proposal—the Provost briefed the Deans about the plan and costs for acquisition of the Banner Student Information. She shared the financing requirements worksheet and timelines. A total allocation of \$3.0M will be set aside to cover costs and to protect against cost overruns.
6. Satisfactory Academic Progress—Thad Anglin led discussion on standards of Satisfactory Academic Progress of undergraduate and graduate students for financial aid eligibility. Members agreed that the timelines should be advanced to encourage early appeals (October for Fall and March for Spring) and that students should be notified of outcomes by certified mail and email. Dean Anglin will revise the procedures to reflect recommended changes and forward them to the Provost for PAC review.
7. Enrollment Report—Thad Anglin reviewed the current enrollment data and addressed how the staff will convert applicants into enrollees. Members agreed that the matrices needed to be developed as well for graduate students so A&M-C can track conversions for this population as well. The Dean mentioned that enrollment consultant Dave Meabon will be on campus June 9-10 for customer service training of front-line staff.