

Deans' Council Minutes September 21, 2004

Distribution of Budget Information: VP Pankratz and Alicia Currin distributed budget books for FY 05 and briefed deans on how to access information in PDF format via the Web.

Printing Procedure: VP Pankratz and David McKenna briefed deans on evolution of Printing Services since 1999 when the academic program was terminated. The Service has acquired a 4-color printer, and a new procedure is being introduced. All items for printing should be routed to Printing Services to determine whether items can be handled locally or outsourced.

FY 2006 GR Reduction: Joyce Scott distributed a worksheet outlining impact of Legislative – suggested 5% budget reduction by administrative sector. A 5% cut amounts to \$1.5 million. The first special item on the university's request will be restoration of this amount.

After Hours Building Access: VP Pankratz reviewed a draft procedure about how to get access to campus buildings after hours. The Provost will work with MSC staff to align operations accordingly and implement on-line reservation service.

Turnitin: Dr. Paul Zelhart briefed the deans on an anti-plagiarism tool, Turnitin. He suggested this would be a good tool by which to educate students about the issue and the consequences of academic dishonesty and a good service for faculty. The service has been adopted by A&M – College Station among others. The academic and student affairs technology committee will review the matter and make recommendations. Annual subscription fee would amount to \$6,000.

Temporary Salary Increases for Non-Faculty: Deans reviewed a draft procedure (attached) and reacted favorably.

Student Advising: - Mary Hendrix reviewed process steps for and concerns about advising and possible resolutions. After discussion, there was consensus that the following procedures should be adopted and enforced:

- Students may remain “undeclared” during the freshman and sophomore years, up to 60 credit hours;
- At 60 credit hours, all students must declare a major field of study and be advised from the sponsoring department;
- Program plans of study (degree checks) should be initiated when a student has earned between 75 and 90 semester hours;
- At 90 semester credits, a student will be required to complete a degree check to ensure the student is on the proper path for graduation. The degree check is to be completed by the faculty advisor and signed off by the student. A copy of the degree check form reflecting the advisor's and the student's signatures will be forwarded to the Dean's office. Deans' offices will be responsible for certifying to the Registrar that students have met degree requirements.

WebCT Vista: Mary Hendrix reported on the A&M System plan to acquire WebCTVista and the need to review this courseware on campus. WebCT and Educator representatives will be on campus September 30 for demonstration and discussion.

Curriculum Changes Process: Mary Hendrix reported in response to deans' interest in revising the curriculum review/change process to be continuous throughout the year. A web-based system used as a pilot in A&S last year will be used as the foundation for developing a new system to be put in place in AY 05-06.

Reorganization of Marketing: Joyce Scott reported that the President is planning to reorganize the Marketing and Media Relations functions as of October 1, 2004. Deb Davies will become Director of Media Relations & Publications. Marketing and Web Service will be assigned to report to the Provost. A search will be launched for a Marketing Coordinator.

Voter Registration: Joe Webber reported student organizations (SGA, NAACP, Breakout) will make voter registration materials available on campus Sept. 27 – Oct. 1.

Student Issues: Deans noted that it was critical for the university to offer regular TAMU-C email addresses for all enrolled students and applicants. This is a critical feature of a recruiting program and of staying in touch with our students.

Referenda: Joe Webber noted that there could be several student referenda this year: MSC, Athletics, General Fees, and International Studies Scholarship.