

Deans' Council Minutes--October 11, 2005

Vice President Pankratz – briefed the Deans about annual Self-Assessment Certification required by the state Auditor and shared the Certification Form for which the group had provided feedback earlier. He shared materials about Information Security Standards and the requirements of same. Finally, Deans discussed a planned power outage for October 18, concluding that 2-6 PM would be manageable. The outage is necessary to repair high-voltage lines that were breached in the construction process.

Computer Labs (Attachment) - Joyce Scott asked Deans to review again the utilization of the various computer labs on campus and to recommend those for consolidation and/or closure. It is likely that the University can recycle some of the 600 computers now dedicated to department labs into a large general use lab in the Library. Request for evaluation of a Library plan has been submitted to Facilities Services.

Planning for 2006 - Summer School 2005 Expenditures - Deans discussed two handouts and a proposal to reduce administrative costs in summer school in favor of increasing instruction. Deans critiqued a proposal from the Provost, used TAMU-Commerce procedure A12.13 on *Department Head Responsibilities* for guidance and considered incentive plans. Finally, Deans agreed that administrative costs should be held to 7.5% of a department head's 9-month salary.

As to small class size, Deans agreed to hold enrollments to the following standards: Undergraduate classes @ 15 students; master's classes @ 10 students; doctoral classes @ 7 students.

Classroom Security - Deans analyzed Charlotte Larkin's list of classrooms requiring security to protect expensive equipment. Deans agreed to support a plan by which all classrooms lacking such equipment would be left open. Classrooms requiring security would be keyed similarly and keys checked out to those using the room. Assigned faculty would unlock and lock these rooms and accept responsibility for the security of the classroom.

Budgeting Process - Joyce Scott reported to Deans a plan to use budget transfers to document savings on positions as they are vacated and filled with regular reports shared with the deans.

Scholarships -- Deans studied scholarship award criteria and amounts as well as competitive data from area institutions. Reports and scenarios from Becki Blackwell were reviewed and discussed. Deans concurred that we need to increase scholarship amounts for the best students, consider an Honors College, and work on "stacking" scholarships to make attractive packages for the best/most talented students.

Fall '05 Enrollment -- Deans analyzed fall enrollment data and noted that we need to be more aggressive in recruiting and retaining students. Especially important are follow-up calls after a student has been admitted but not enrolled. Alumni helped with this campaign this Fall and did a great job.

Selection of a Student Regent - Joyce Scott reported that an action of the 2005 Legislature called for student representation on Regents boards as non-voting members. TAMUS has put in place a system for generating nominations that will be sent to the Governor, who will make the final selection.

American Council on Education (ACE) Nomination – The Provost circulated information about the ACE Fellows Program and asked Deans to consider possible nominees.