

Deans Council Meeting Minutes

Meeting Date: August 30, 2011

Minutes Approve and Distributed: September 12, 2011

Present:

Dr. Larry Lemanski
Dr. Dan Jones
Dr. Sandy Weeks
Dr. Hal Langford
Dr. Brent Mangus
Dr. Sal Attardo
Dr. Grady Price Blount
Dr. Allan Headley
Mrs. Cynthia Rhodes
Mr. Greg Mitchell

Dr. Edward Romero
Dr. Jerry Perish
Mrs. Greta Spradling

Guest:

Mr. Glenn Dowling
Mr. Jack Harred
Dr. Mary Hendrix
Dr. Sharon Johnson

Agenda Items:

1. Faculty Teaching Load Presentation, by guest speaker, Mr. Glenn Dowling:
 - The legislature has asked the question, “How hard are faculty working?” They do not understand academia terminology of 4-4, 360, or 12 hour. There is a misunderstanding on the teaching load carried by faculty.
 - In 1996, Senator Ratliff changed the formula funding for higher education. It is all based on contact hours to pay administration, faculty, public safety, student services, and other university expenses.
 - The benchmark for contact hour workload is 360 SCH (semester contact hours) for undergraduate courses, 144 SCH for masters, 54 SCH for doctoral courses.
 - The FTE Benchmark for the state is 26,091 when the actual FTE is 24,438. This indicates there are not enough faculty state wide.
 - It is not enough for faculty to teach a load to generate their salary. Overhead including administration, support services, facilities, utilities, and more expenses are covered in the teaching load.
 - Number of Sections, Number of Students, Level of class (three legged stool) and salary of faculty, need to generate more than their salary
 - Divide FTE by 360
 - \$63.19 weighted credit hour (1)
 - Efficiency causes a breakdown at some point. Teaching too low hurts the faculty because not enough money is generated.
 - The minimum standard class size or benchmark is 24 students for undergraduate, 15 students for masters level, and 10 students for doctoral level.
 - The legislature has stated, “They (students) are clogging up the system.” This is the wrong assumption is that students need to graduate sooner. Having all students take one more class causes a need for additional faculty and support resources.

Wrap-Up

- Uniform application of accepted standards
- Clearly demonstrate teaching load trends

- Promote quality in allocations

How do we use this information to plan faculty recruitment?

- Computer Science added two faculty as a result of this information.
- This data informs decision. It does not make the decisions. (Dr. Dan Jones)
- The data can help build a case for more faculty or less faculty.
- Credibility of Data: Need one voice providing the data that you can trust. The data must be presented in a format that makes sense to the Administrator.

2. Digital Measures, Mr. Jack Harred

The following questions surfaced during Digital Measurers (DM) training:

- What is the deadline for having 2011 data entered into DM? Deans' response: January 18, the Wednesday after classes for the next semester begin.
- Could the software take the place of portfolios? Deans' response: Not at this time.
- Do Lab Instructors input information for a class into DM? Deans' response: It is the responsibility of the Teacher of Record to enter the information.
- How are grades distributed in DM? Deans' response: Grades are distributed through MyLeo. Faculty do not need to duplicate efforts.

Deans asked the following questions about DM. Mr. Harred will contact the vendor for a response to these questions. (**Action Item**)

- Is there a crosswalk from MyLeo to DM? This would reduce the work by faculty.
- Can faculty evaluation data be transferred from eCollege to DM?
- Training informed faculty to input data from last five years.

3. Midlothian MITC and Navarro Partnership, Dr. Sharon Johnson

- The MITC has been approved by the Board of Regents and is now at the Coordinating Board for approval.
- The community has purchased 120+ acres for a campus and a park.
- There is money provided by the community to fund a campus building.
- According to Steve Murdock (demographer), this county is in a major corridor to see growth.
- The A&M-Commerce center in Midlothian has three employees. They are short-handed and need more faculty. As part of the MITC, Tarleton is adding more faculty and staff to the Midlothian location.
- Midlothian has an enrollment of 356 students.
- Corsicana has an enrollment of 484 students.
- Dr. Johnson asked what additional programs the deans could bring to Midlothian?
- The Deans need to visit again. It has been a year since the last visit.

4. Merit Raises, Dr. Larry Lemanski

Dr. Lemanski provided a summary of the FY12 merit document that was calculated on \$625 per FTE in each college. It was stated this is not to be used as an across the board increase, but rather to be distributed in significant merit increases to truly meritorious individuals. Dr. Brent Mangus proposed that Academic Affairs provide a minimum amount to \$1250; this will provide merit awards to fewer, but deserving faculty. There was discussion as to the amount the assistants would receive. The deans agreed they want to pay secretaries less money. There was not a second to the motion.

Action Item: Deans recommend merit award, within budget, for their colleges.

5. The Challenge of a \$10,000 Bachelor's Degree

The deans have been asked to identify a bachelor's degree that can be offered for \$10,000 including tuition, fees, and books. Consideration of articulation agreements with community colleges will be needed to reduce the tuition and fees to meet the \$10,000 target. Deans are to present their proposals. It is possible that this challenge cannot be met. This evidence is needed in the proposals. A valid concern is that if the university says it can meet the challenge, it might then be expected to offer additional degrees for the \$10,000.

Action Item: Bring the proposals to the next Deans Council Meeting.

6. Procedures for Approval, Dr. Sandy Weeks (All three tabled until the next meeting.)

- a. Strategic Planning and Institutional Effectiveness Procedure
- b. Standards and Criteria for Off-Campus Self-Supporting Courses and Programs –
Comments from deans: This process does not address the issues. The way the procedure is written, it cuts back on the Dean's flexibility to react to demands.
- c. Program Development and Curriculum Approval Process – Deans recommend two procedures rather than all in one procedure.

7. August 10th Deans Council Meeting - **Action Item:** Deans review the meeting minutes.

8. Immediate Action, Deans Taskforce – (Return to next meeting.)

- a. Determine best practices in assigning Graduate Assistants
- b. Establish criteria for Workload Adjustments

Action Item: Each dean is to let the council know how they are managing workload adjustment.

Open Forum:

- Dr. Randy McBroom's retirement reception is scheduled from 2:00 to 4:00 pm today.
- Academic Programs off-site from the main campus need to be managed by Academic Affairs not Student Services (Hendrix / Johnson). This issue needs to be taken up with the President. The topic will be added to the agenda for the Deans Retreat.
- The Deans Retreat was rescheduled for September 21-22, in Austin. It is in conjunction with a meeting at the Texas Higher Education Coordinating Board (THECB). The retreat will begin with lunch on the 21st through the afternoon. It will continue the morning of the 22nd and end at Noon. The meeting at the THECB is from 1:00 to 4:00.

- The Chancellor's Summit on Teacher Education is September 25-27. A meeting for deans is scheduled during the summit.
- The first Department Head Meeting and Lunch is scheduled for September 16, from 11:30 to 1:00.

The next Deans Council meeting is scheduled for September 13, at 10:30, in BA 290.