Deans Council Minutes
August 28, 2012
BA 290

Deans Council Members in Attendance:
- Dr. Larry Lemanski, Provost and Vice President for Academic Affairs
- Dr. Dan Edelman, Interim Associate Provost and Vice President for Academic Affairs
- Dr. Allan Headley, Dean, Graduate Studies and Research
- Dr. Dale Funderburk, Dean, College of Business and Entrepreneurship
- Dr. Sal Attardo, Dean, College of Humanities, Social Sciences and Art
- Dr. Brent Mangus, College of Education and Human Services
- Dr. Grady Blount, Dean, College of Science, Engineering and Agriculture
- Mr. Greg Mitchell, Director of Libraries
- Dr. Kenneth Clinton, Associate Vice President, Global Initiatives
- Dr. Roseann Hogan, Associate Provost for Institutional Effectiveness and Planning
-

Others in Attendance:
- Dr. Mary Sampson, Associate Dean, Graduate Studies
- Dr. Derald Harp, Chair, SACS Steering Committee and Associate Professor
- Dr. Brent Donham, SACS Steering Committee Members and Faculty
- Dr. Edward Romero, Chief Diversity Officer & Director of Equal Opportunity
- Ms. Cynthia Rhodes, Executive Assistant to the Provost

Minutes recorded by Cynthia Rhodes.

NEW PROGRAM & CURRICULUM APPROVAL PROCESS (Procedure 03.02.99.R.01) - Dr. Hogan provided the following information regarding the proposed procedure.

- The new program and curriculum approval process is a faculty driven process.
- The revision shows which division(s) are responsible for the development, implementation and monitoring of academic program processes
- Prior to the revision, Academic Affairs, Registrar's Office and Graduate Studies were not communicating effectively with one another. The university needs to go to a single catalogue. The new system (Leap Frog) has printing capabilities. The entire catalog can be printed.
- Faculty Senate Executive Council has approved the revised procedure.
- After today's Deans Council meeting, the next step for the revised procedure is to go to full Faculty Senate for their review/approval. Faculty Senate will meet next Tuesday, September 3.
- Once approved, the revision needs to be submitted to SACS by September 7, 2012.
- We need to follow the timeline as we can only do this once per year.

Dr. Blount requested time to discuss the revised procedure with CSEA department heads.

Action: Based upon Dr. Blount's request, Dr. Lemanski stated the voting would be delayed until tomorrow and would be done electronically. No later than 5 p.m. on August 29, 2012 all electronic votes should be submitted to Dr. Lemanski.

PROGRAMMATIC & ADMINISTRATIVE SUBSTANTIVE CHANGES APPROVAL PROCESS (Procedure 03.02.99.RO.03) – Dr. Hogan provided the following information regarding the proposed procedure.

- Definitions of terms have been included for clarification.
- A section regarding types of substantive changes is included in the procedure. Dr. Hogan suggested the information regarding substantive changes be included as a developmental item for department heads.
- A system is going to be developed to track changes.
- If a department is out of compliant and a program (substantive change) has been implemented without SACS notification, the provost, dean or department head is supposed to notify university's accreditation liaison (Dr. Hogan). The accreditation liaison is the individual appointment by the president to help ensure the university remains in compliance with SACS requirements.

FACULTY CREDENTIAL INVENTORY FORM - Dr. Hogan shared a copy of the proposed faculty credential inventory form and instructions.

- The Faculty Credential Inventory form would be included in the hiring packet. Afterwards, maintenance would be the responsibility of the department head.
- The Faculty Credential Inventory form would not be applicable to Graduate Studies and Research.
- The form would remain current as long as the individual's teaching assignment remained the same. If an individual's teaching assignment/educational level changed, the form would need to be updated and resubmitted.
- The form should reflect transcript, vita and licensure information which is maintained in provost office.
- Plans are to work toward a faculty data base. The faculty credential inventory form would serve as a management tool. The faculty data base will be maintained in the provost office.
- Dr. Hogan expressed concern that 25% of the institution's instruction is being delivered by individuals without terminal degrees.
- Dr. Hogan requested deans review the proposed form and instructions and provide feedback. Deans requested a digital copy of the form and instructions so they could share with department heads. Dr. Hogan will provide digital copies as requested to the deans. After discussing the form/instructions with their department heads, deans will provide feedback as requested to Dr. Hogan.

DIGITAL MEASURES (DM) – Discussion was held regarding the effectiveness of Digital Measures (DM). Drs. Attardo, Blount and Funderburk recommending discontinuing DM. Dr. Mangus stated that deans and department heads have access to DM and felt it was a good source for end of the year reports. Dr. Hogan added that vita can be retrieved from DM to update class schedules. Dr. Edelman suggested a task group be convened to discuss the maintenance of faculties' current vita.

INTERNATIONAL GRADUATE STUDENTS (Procedure 11.04.99.RO.13) - Dr. Sampson presented the proposed procedure and explained the following revisions.

1.1.15 Applicants whose native language is not English are required to submit proof of English proficiency, which is satisfied by one of the following:
    1.1.1.5.1 a minimum TOEFL score ~~of 500 for paper based testing (p-BT), or 173 computer based resting (c-BT) or 60 internet based testing (I-BT)~~; or,
    1.1.1.5.2 a minimum IELTS score ~~of 5.0 overall band~~; or,
    1.1.1.5.3 completing all years of a Bachelor's degree or higher at a US regionally accredited university
    1.1.1.5.4 successful completion of the Texas A&M University – Commerce English Language

Institute (ELI) program

Deans recommended the wording in section 1.1.5 be changed to stated new international students must bring their immigration documents to the Office of International Student Services rather than to orientation.

Action: Deans Council members voted unanimously to accept the proposed changes along with their recommendation to revise the wording in section 1.1.5.

GRADUATE STDUENT COURSE LOAD (Procedure 11.04.99.RO.19) - Dr. Sampson presented the proposed procedure and explained the revised to add the following wording: A student taking 6 hours in a summer term (summer I or II) is considered ful-time for that term. A student taking 9 hours (combination of summer I and II) is considered full-time for the entire summer (summer I and II).

Action: Deans Council members voted unanimously to accept the proposed change.

ONLINE DEGREE PROGRAM – Dr. Hogan stated when college/university reaches having 24% of courses online, they have reached the threshold and are required to obtain permission for anything additional. Dr. Edelman stated if colleges would let the provost office know what future courses they wanted online, projections could be made for future planning. Dr. Hogan stated University Studies and leveling courses (i.e. MBA 50) are included in the count.

WEBSITE ENHANCED with COURSE RETENTION and FACULTY INFORMATION - Dr. Hogan informed deans if they would let her know what university statistics they needed, her office could provide the college with the requested data. (i.e. Department Data Viewer; Fact Book, etc.) Dr. Hogan offered to present the data to the department heads either in a faculty or department head meeting.

NEW PROGRAM MORATORIUM – Dr. Hogan stated the president has issued a moratorium on new programs. The university should not put forward any new programs until we get organized. The 10K degree program is exempt from the moratorium.

SACS INFORMATION REQUEST – Dr. Hogan would like to receive the faculty credentialing information as soon as possible.

OFFICE SPACE FOR NEW FACULTY – Dr. Blount stated he has three (3) new faculty members coming in the fall and needs office space for the individuals. Dr. Blount was directed to contact Kim Landers in Facilities.

ACADEMY OF TEACHERS EDUCATORS – The purpose of the Chancellor's Academy of Teacher Educators of the Texas A&M University System is to honor faculty members who have significant impact on the preparation of teachers in the field of education. Dr. Lemanski announced that a selection committee would be developed to review the criteria materials and make recommendation(s) to the university president. The final recommendation will be made to the Office of the Vice Chancellor of Academic Affairs.

REASSIGNED TIME/GRADUATE ASSISTANTS (GA) & ADJUNCT FUNDING/FACULTY WORKLOAD – Dr. Edelman announced that funding has been set aside for FY 13 faculty reassigned time, graduate assistants, and adjuncts. This will allow staff to create EPAs and expedite processing and prevent delays in payments to individuals. Academic Affairs needs to develop a formula to allocate adjunct and GA positions. Deans agreed that a review is needed regarding faculty workloads. Dr. Funderburk expressed concern regarding accreditation based upon the amount of increased faculty

overload and use of adjuncts. Dr. Horne stated faculty who advise and work with doctoral students should be included in the workload review. Dr. Edelman stated all colleges/departments need to be accountable for their reassigned time. To assist with accountability, the appropriate form should be completed and submitted to the Provost Office to request faculty reassigned time.

TEXAS COMMON COURSE NUMBERING SYSTEM - Dr. Lemanski serves on the statewide committee.

IDEA – Dr. Blount asked why the university doesn't use IDEA. He plans to check on the cost to purchase IDEA.

SPSS – The SPSS contract is up for renewal. CSEA uses SPSS; CHSS has a few faculty that use SPSS.

MATHEMATICA – Dr. Blount suggested using Mathematica. He plans to survey CSEA faculty for their feedback.

TENURE TRACK/PROFESSIONAL TRACK – Some of the deans expressed concern regarding the transfer of tenure-track faculty to professional track. A couple of deans recommend the creation of a procedure to address this process. The transfer of tenure-track faculty to professional track should not be a retreat for faculty who are not awarded tenure.