

**ACADEMIC DEANS' COUNCIL**  
**September 8, 2009**  
**AGENDA**

**Present:** Judith Bean, Sherilyn Bird, Kay Clayton, Pat Holden-Huchton, Jimmy Ishee, Kathleen Luedtke-Hoffman, Jennifer Martin, Nan Restine, Terry Senne, Michael Stankey, Ann Staton

**I. Announcements/Discussion/New Business**

- A. Texas Higher Education Star Awards, 2001-2008 – K. Clayton (circulated report)  
Kay Clayton circulated a Texas Higher Education Coordinating Board (THECB) report that listed recipients of the THECB Star Awards since the awards began in 2001. Council members were encouraged to identify TWU programs that could be considered for future awards. The University was last recognized in 2002 for its alternative certification program in Nursing. Barbara Lerner submitted an application this year outlining TWU's collaborative efforts with the Dallas Independent School District. The 2009-2010 Star Awards ceremony will be held in Dallas.
- B. Library Ribbon Cutting Ceremony (September 9, 8:15 a.m.) – S. Bird  
Sherilyn Bird invited the Council to attend the Library's brief Ribbon Cutting Ceremony on Wednesday, September 9, at 8:15 a.m. Information Technology Services (ITS) completely refurbished the computer lab, and Kay Clayton and Bill Palmertree will participate in the ceremony to demonstrate how the academic and technological sides of the University are working together for the betterment of students. When asked about software for Disability Support students, Sherilyn said there has been little demand for it in the past, but ITS is aware that there may be a need to provide this service.
- C. Student Evaluation of Instruction – M. Stankey (handout)  
Michael Stankey and Kathleen Luedtke-Hoffman reported on UNT's *Student Evaluation of Instruction* effort. TWU must decide soon about participating in the October pilot study which will be free to the University. Sample evaluation forms were distributed, and discussion followed. Comparisons were made between UNT's evaluation materials, costs, and outcome reports and Kansas State University's IDEA evaluation tool. Kay Clayton asked Michael to advise the Faculty Senate of UNT's endeavor, but to also share that the Academic Deans' Council (ADC) is considering other evaluation tools. He will report back to the ADC at the September 15<sup>th</sup> meeting.
- D. Outside Employment Policy – J. Martin (handout)  
Jennifer Martin distributed a handout, *Outside Employment and Conflict of Interest Among Faculty and Administrative Staff*, for the Council's review. She, along with Nan Restine, Linda Ladd, Larry Petterborg, Derrell Bulls, and Brenda Binder, served on the committee that reviewed the policy. Kay Clayton said it is required that all universities have such a policy in place. Following discussion of the proposed policy and form, Jennifer agreed to make recommended changes to the *Disclosure and Request for Approval of Outside Employment* form and to send it electronically to the Council for review prior to discussion again at the September 15th ADC meeting.

E. Discontinuation of publication of Faculty/Staff Directory (2009-2010) – J. Martin

Jennifer Martin expressed concern over this year's discontinuation of the *Faculty/Staff Directory*. Marketing and Communication discontinued the publication because the information is available online, but the online query requires the last name of the individual, which is often not known. Council members would be agreeable to an online directory in the format of the discontinued directory, and Kay Clayton will invite Carolyn Barnes to next week's ADC meeting to discuss this suggestion. She will also ask the vice presidents if they have concerns regarding the elimination of the printed directory.

F. Communication of attendance and make up work expectations to students in case of H1N1 emergency – J. Martin

Jennifer Martin reported that Michael Stankey, Mike Simmons, and Jean Mankoff are meeting today to discuss a contingency plan for moving classes to Blackboard should the need arise because of an H1N1 emergency. The campus community must be advised of the importance of staying at home at the onset of virus symptoms. Also, faculty should be informed that the student absence policy can be relaxed during an H1N1 virus outbreak; student absences should be considered on a case-by-case basis. Michael Stankey will draft a statement to faculty and to students to address issues not formerly covered in Richard Nicholas' blast last week about the virus.

G. Visit by Woodrow Wilson Visiting Fellow Dede Bartlett – J. Martin (handout)

Jennifer Martin and Michael Stankey distributed a handout outlining Woodrow Wilson Visiting Fellow, Dede Bartlett's, accomplishments and work. Her experiences touch on three areas already identified by the Chancellor as important initiatives for TWU: health and wellness; women in business; and globalization. The Council approved eleven TWU faculty and staff recommendations for the steering committee that will make arrangements for Ms. Bartlett's visit to TWU on February 15-19, 2010 and added Sharon Venable and Mary Saunders to the committee. Jennifer Martin will ask Richard Nicholas for approval of the steering committee recommendation from his area. Ms. Bartlett's visit is primarily for the purpose of interacting with students, and her presentations can be tailored to individual colleges and programs.

H. Review of Table of Programs – J. Martin (handout)

The Coordinating Board requires universities to review their Table of Programs and Mission Statement every four years to keep the information current and relevant. Jennifer Martin noted that some programs, i.e. nursing specialties, have blanket approval by the Coordinating Board and, therefore, should not be eliminated when the Deans update their programs. Because the Coordinating Board considers CIP codes and degree levels in its Table of Programs, it is not necessary to remove a program from the TWU table because of a lack of degrees awarded in the field. Judith Bean suggested the Deans use the information she distributed on low-producing programs when they consider their programs. Jennifer stressed that Deans be very clear in identifying programs for elimination when sending their requests to Judith Bean. Ann Staton asked that Women's Studies be classified as a department and moved from the non-departmental grouping, and Jennifer Martin will remind Cathy Chambers to do this.

I. Review of *Mission Statement* – K. Clayton (handout)

Kay Clayton reiterated that the Chancellor does not want a major strategic planning effort at this time. She has asked the vice presidents to work on reviewing/revising the mission statement. The Provost wants to include the ADC's suggestions with her input. She asked that the Council solicit feedback from their direct reports and also from the Academic Support Services Council and incorporate suggestions into a statement to the Provost. Pat Holden-

Huchton, Ann Staton, and Judith Bean will form a subcommittee to draft a mission statement from the information received. Kay Clayton reminded the Council that it is important to keep in mind when revisiting the *Mission Statement* that programs are derived from the University's Mission. Discussion followed regarding the University's goals and strategic plan, and the Provost said it is her understanding that the current strategic plan will roll forward for 2010.

## II. Old Business

## III. Brief Reports

**Judith Bean** discussed two handouts: *Information Tables Report: Fall, 2009* and a listing of course sections/college on the small-class report, which she will send electronically to the deans. The deadline for departments to submit small-class coding information was September 4, but several are still outstanding, and she asked the deans to assist her in getting the information.

**Jennifer Martin** will send an announcement soon to commend everyone for their work to increase enrollment, which shows an increase of over 900 students from last year's fall semester count. She asked the deans to remind faculty of the importance of verifying class rolls, especially for the 12<sup>th</sup> day census report, since that information will be used to determine how many graduation ceremonies are needed. Faculty should not add students to their *Blackboard* rolls if they are not on the official class rolls.

**Jimmy Ishee** requested that someone from ITS be invited to share an update with the Council on *Blackboard*, and Kay Clayton will invite Patricia Edwards to the next meeting.

**Terry Senne** would like to discuss with departments a plan for submitting curriculum and grant proposals electronically to save printing and paper costs. Judith Bean said her office tried this approach a couple of years ago in the curriculum proposal process, but found that it was not effective.

**Sherilyn Bird** said she and Human Resources are working to resolve discrepancies in two areas: the HR Operating Policy 3.17 (*Employees Enrolling for TWU Courses*), and the issue of employees accruing negative balances for sick leave. Kay Clayton suggested that she look at other universities' policies for information.

**Nan Restine** reported that her college is working on a recruitment plan to attract more Hispanic students in teacher education.

**Pat Holden-Huchton** announced that a proposal has been submitted to NIH from Dallas nursing faculty for \$1 million grant.

## IV. Dates/Deadlines to Remember

- A. Names & titles of faculty/chair mentors/mentees to Provost by September 11, 2009
- B. Power of a Healthy Woman Symposium – September 19, 2009
- C. Graduate Fair – October 5, 2009, 4-6 p.m. (Student Center)
- D. Denton Open House – October 17, 2009
- E. Commencement Extravaganza – October 19-20, 2009 (Bookstore)
- F. Woodrow Wilson Fellow: Dede Bartlett – February 15-19, 2010
- G. Convocation – April 22, 2010