

ACADEMIC DEANS' COUNCIL
September 15, 2009
AGENDA

Present: Judith Bean, Sherilyn Bird, Kay Clayton, Jo Ann Engelbrecht, Pat Holden-Huchton, Governor Jackson, Carol Kominski, Barbara Lerner, Kathleen Leudtke-Hoffman, Jennifer Martin, Mary Ann McDuff, Nan Restine, Terry Senne, Mike Simmons, Michael Stankey, and Ann Staton. Jimmy Ishee joined the meeting from Houston by video conference.

Guests: Carolyn Barnes, Don Edwards, Linda Ladd

I. Announcements/Discussion/New Business

Kay Clayton shared highlights from the Minority Access Role Models Conference in Washington, D.C. where Governor Jackson (staff), Jim Johnson (faculty) and Astra Jackson-Sparks (graduate) were honored. The Provost also accepted on behalf of the University a framed citation commending TWU for its commitment to diversity. She hopes TWU students will participate in future poster sessions since this organization is recognized nationally.

A. Enrollment Management Update – K. Clayton

Kay Clayton announced the resignation of Teresa Mauk and Veronica Valenzuela. In the interim period, the Provost will assume Enrollment Management responsibilities and will be assisted by Richard Nicholas in working with the offices of the Registrar, Admissions, and Financial Aid. Mr. Palmertree will be managing student records processing. The Provost will notify the campus community of these recent developments. At this time, no other organizational changes are planned. She commended her leadership team for their excellent work with enrollment efforts and encouraged them to continue to work collaboratively and cooperatively with all University components.

Following a brief Q&A session, members of the Academic Support Services Council were dismissed, and invited guests were asked to join the meeting.

B. Discontinuation of the Faculty/Staff Directory – C. Barnes

Carolyn Barnes said the decision to discontinue the Faculty/Staff Directory was primarily based on increased printing costs and the fact that printed directory information quickly becomes obsolete. After the Council shared concerns about the discontinuation, Carolyn agreed to make a PDF version of the directory available to the campus community for 2009-2010 and to discuss with Information Technology the feasibility of putting next year's on-line directory in a more user-friendly format.

C. Adjunct Task Force: Final Report and Recommendations – L. Ladd, D. Edwards

Co-chairs of the Adjunct Task Force, Linda Ladd and Don Edwards, distributed a handout outlining the work of the Adjunct Task Force since the Provost established it in 2008 to review current policy and procedures affecting adjunct instructors at TWU and to make recommendations that would improve the quality of the adjunct instructor teaching experience. The ADC responded to the seven recommendations:

1. Salary – The Provost and Deans will consider adjunct salary issues per discipline during the next budget process, and if increases are appropriate, the Provost will submit a collective request for additional funds for the colleges.
2. Parking Fees – Parking continues to be a challenge for all, and at this time there is no solution to the problem

3. Graduate Status – Jennifer Martin reported that the Graduate Council has already eliminated the requirement that adjuncts' graduate status be renewed annually.
4. Resources and Rewards – Michael Stankey will consider ways for the University to recognize outstanding adjunct service. A suggestion was to acknowledge teaching excellence with certificates awarded at a luncheon or dinner.
5. Last-minute Hires – Linda Ladd said the offices of Human Resources and Academic Financial Support are aware of the problems associated with the last-minute hiring of adjuncts, and have made suggestions for improving the process. The Provost will select a team from a list of individuals Linda will provide who could contribute to this effort.
6. University Systemic Orientation – The adjunct online orientation is a work in progress, and Jennifer Martin welcomed input from all. She will request that it be added to the online A-Z index. Suggestions were made to include adjuncts in the August New Faculty Orientation; to note the online orientation website in adjunct appointment letters; and to provide general information, i.e., credentials checklist, for prospective adjuncts on the TWU website.
7. Department Specific Orientation – Face-to-face interaction by the department chair and sensitivity to the needs of their adjuncts is encouraged.

Kay Clayton thanked the co-chairs and task force for their valuable work.

D. Update on proposed distance education policy – D. Edwards

Don Edwards, who co-chaired the Proposed Distance Education Policy Task Force with Larry LeFlore, Jeff Robb, and Robert Tuggle, distributed a handout summarizing the task forces' work to date in reviewing and recommending revisions to the current distance education policies. The information will also be sent electronically to the deans for feedback. Larry LeFlore will solicit input on the proposed DE policy from department chairs, and open forums will be scheduled with faculty to get their input. The first open forum has tentatively been set for October 2 with video connections to the Dallas-Parkland, Dallas-Presbyterian, and Houston campuses. An open forum in Houston is also being considered.

II. **Old Business**

A. Outside Employment Policy – J. Martin

Jennifer Martin received suggestions from the Council and will make revisions to the "Outside Employment and Conflict of Interest Among Faculty and Administrative Staff" handout. Kay Clayton reiterated that outside employment refers to services provided within a faculty member's expertise at other institutions/facilities during the regular work week. Also noted during discussion of the proposed policy: the policy pertains only to faculty and administrative staff and not to regular staff; the State requires faculty to disclose dual employment; clinicians can give no more than 20% of their work week to outside employment. Jennifer will send the revised policy and form to the Provost who will share it with department chairs and faculty and will request that suggested changes be forwarded to Jennifer. John Lawhon and the Chancellor will also be asked to review the policy.

B. Student Evaluation of Instruction – M. Stankey

Michael Stankey received positive feedback at last week's Faculty Senate meeting when he presented information on the University of North Texas' (UNT) pilot test that TWU has

been invited to participate in next month for student evaluation of instructors. The Council approved the University's participation in the pilot, and the Provost will send a letter to UNT today granting approval for UNT to collect data through the survey. TWU faculty have been told the pilot survey will not replace TWU's current student evaluation process. Kay Clayton asked Michael and Larry Petterborg to draft an email notifying faculty that effective with the 2010 spring semester, all graduate and undergraduate courses must be evaluated and informing them that the University is considering evaluation tools for this process. Discussion continued regarding the evaluation of small classes and independent studies; student incentives to encourage a higher percentage of survey participation; and the feasibility of going online with a survey, which Michael will discuss with Rob Placido.

III. Brief Reports

- Judith Bean asked for the deans' assistance in getting overdue small-class reports from departments
- Jennifer Martin will contact Kathy Woods for more information regarding the new library and differential tuition fees and will report back to Kay Clayton, Sherilyn Bird, and Pat Holden-Huchton.

Following other brief announcements from Council members, the meeting was adjourned.

IV. Dates/Deadlines to Remember

- A. Power of a Healthy Woman Symposium – September 19, 2009
- B. Graduate Fair – October 5, 2009, 4-6 p.m. (Student Center)
- C. Major Fair for Undergraduates– October 14, 2009, 12:00-1:00 p.m.
- 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