

ACADEMIC DEANS' COUNCIL

October 6, 2009

AGENDA

Present: Judith Bean, Sherilyn Bird, Kay Clayton, Pat Holden-Huchton, Jimmy Ishee, Jennifer Martin, , Nan Restine, Terry Senne, Mike Simmons, Michael Stankey, and Ann Staton.

Guests: Patricia Edwards, Carol Kominski, and Mary Ann McDuff

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

A. Update on *Blackboard* – P. Edwards

Patricia Jackson told the Council that due to technical problems the *Blackboard 9.1* upgrade will not be implemented until the 2010 Summer Semester; Maymester will remain on the current Blackboard system. Renegotiations with Blackboard resulted in guaranteed support from the company through the upgrade. A comfortable timeline is in place for implementation, and a webpage link about the upgrade is available under the *Blackboard Tip of the Week*. Information will be emailed to the deans and department chairs soon, and she asked for their support as they move forward with the project.

B. Summer budget – M. McDuff

Mary Ann McDuff distributed and discussed with the four college deans information pertaining to their summer budgets. Kay Clayton directed the deans to look at core course needs in the summer and if warranted, increase class capacities when possible rather than add sections. Next summer begins the base year for funding, and we need to maximize enrollment. Deans should be careful not to offer courses in the summer that will cause low enrollments in fall or spring courses. Mary Ann will meet with each of the deans next week to discuss their summer budgets and will place this item back on the ADC agenda when she is ready to continue the summer budget discussion with the Council. Kay Clayton reminded the ADC that our top priority in summer school is to serve our students.

C. Administrative IE System – C. Kominski (handout)

SACS expects the evaluation of administrative programs, and Carol Kominski distributed information on the development of an administrative IE system that would be comparable to the academic program IE system and based on the University's Mission Statement. She identified key elements of the evaluation: student achievements; learning environments; and institutional character and suggested that colleges extract other elements of evaluation from their strategic plans. Since next year is the first year of reporting, feedback is needed soon. Kay Clayton asked that she provide to each dean an example of what is needed in the construction of the administrative IE system. Carol will attend the Vice Presidents' Council today to present information on the system.

D. Graduating Student Survey – C. Kominski (handout)

Carol Kominski reported on the results of an online student survey offered in May 2009 to identify 1) permanent contact information for student follow-up; 2) students' employment and educational plans after graduation; 3) various factors affecting the student's decision to attend TWU; and 4) information about students' experiences at TWU. The survey response rate was 65% with a total of 798 students participating. Data gathered will be beneficial to many University components/groups, and Carol plans to meet individually with department chairs to discuss the survey results. She will provide the information electronically to the deans so they can share it with their colleges. The Council asked that Carol and Terry Senne analyze the

students' comments and report their analysis to the ADC before releasing information to the campus community.

E. Doctoral Accountability Group Meeting – C. Kominski (handout)

Carol Kominski distributed a handout she received at a recent meeting of the Doctoral Accountability Group which showed statistical data gathered by Texas Tech University from several state emerging research accountability peer groups and out-of-state peer groups. The Doctoral Accountability Group is requesting similar data from other state universities, and the Provost asked why the information is being requested since it has already been provided for the nationwide Voluntary Systems Accountability (VSA) report. Carol Kominski will take the question to the November Accountability Group meeting.

F. Recruitment of Hispanic students – N. Restine

Nan Restine reported that the recruitment of minority students, particularly Hispanic, to teacher education programs is improving. Information on how to become an educator is more visible now, but students still need to see a clear path to a specific degree. Involving families in student orientations will be beneficial in recruiting and retaining Hispanic students. She will be sharing on this topic at the La Vida event this week and also with other community organizations in the future. Kay Clayton suggested that Career Services Director, Diedre Leslie, be invited to an ADC meeting to report on services offered by her office to help students in choosing their careers.

G. Open Access – S. Bird

Sherilyn Bird said escalating journal costs have resulted in more universities considering the *Open Access* website where faculty give permission for their works to be posted and where subscribers can access a variety of journals. Texas is educating its faculty about the consequences of giving up copy rights when they allow their publications to be cited by *Open Access*. After discussion, Sherilyn agreed to get feedback on *Open Access* from the Faculty Senate and the Council of Chairs. She will compile the advantages and disadvantages of the *Open Access* option and will email them to the deans to review before putting the item back on the ADC agenda for discussion.

H. Progress Report on HB 2504 – M. Stankey

Michael Stankey reported that Judith Bean, Nan Restine, Jeff Robb, and Don Edwards have been working with him to address the HB2504 mandate requiring that each instructor's curriculum vita, course syllabi, and course evaluation results be posted on the web by August 2010 for each organized undergraduate course offered. Summer courses and courses taught by adjuncts are included in the mandate. A syllabus template and curriculum vitae template were distributed, and revisions to the syllabus template were suggested: 1) use the course description "as noted in the catalog"; 2) remove "& Overview"; and 3) replace "Goals and Outcomes" with "Learning Objectives". Michael will work with Carol Kominski to insure that SACS requirements, as well as HB2504 mandates, are addressed for required documents. The information must remain available to students for two years from the time of posting.

I. Target Research Fund guidelines – J. Martin

Jennifer Martin said the ADC's suggested revisions were made to the one-page information sheet she distributed from the Office of Research and Sponsored Programs on the *2009-2010 Targeted Research Fund*. Following the October 13 ADC meeting, the deans will

meet to determine which research projects will receive money from the \$66,000 fund. Jennifer Martin will check with Mary Ann McDuff to see if HEAF monies are still available to purchase research equipment, and Kay Clayton will get more information from Brenda Floyd on the \$800,000 designated as HEAF funds from the \$1.8 million ERA monies. Ann Staton announced that equipment for the new Science Building addition must be determined by November, so the deans need to make a list of their needs now.

J. International travel with other agencies – J. Ishee

Jimmy Ishee asked if there was University policy on a faculty member traveling abroad with an outside agency during the summer. After discussion, the Council determined that if the faculty member is not on TWU time and is not advertising his/her project as TWU sponsored, he/she does not pose a liability concern for the University and does not need administration approval to travel with the group. It was recommended, however, that the vice presidents be advised of the travel and that the faculty member and/or students request that the agency provide insurance coverage.

K. Need for all syllabi to reside in respective Dean's Office – A. Staton

[This agenda item was addressed in the discussion of HB2504]

L. Textbook List – K. Clayton

Kay Clayton reminded the Council that federal law requires that textbook information for all classes be available to students and posted by Fall 2010. She distributed a letter Brenda Floyd received from Follett on their *booklook* program which is currently being considered to address the mandate. Schools have been asked to identify three preferred implementation weeks between February 1, 2010 and June 30, 2010. The ADC chose the following:

Preferred Week # 1: May 10-14

Preferred Week # 2: May 3-7

Preferred Week #3: April 26-30

Textbooks must be identified and ordered early in the semester so they can be available with the schedule. This mandate pertains to all undergraduate through doctoral courses.

II. Other Business

Kay Clayton distributed updated emergency cards and circulated for the Council's review the newly-released publications promoting the *Decades of Achievement* endeavor. She also shared that the Office of Marketing and Communications must move ahead in printing the *Departmental Directory* before ACT office relocations are determined, but she requested that Carolyn Barnes include in the directory a statement of explanation about offices that are changing locations. The University of North Texas is conducting a search to fill the Provost position at their Dallas campus, and Kay Clayton distributed copies of information she received about the position from the UNT search committee chair. She invited the Council to forward the information to colleagues who may be interested in applying.

III. Brief Reports

Judith Bean is working with Richard Nicholas on the University's *Uniform Recruitment and Retention Strategy* report. Information provided in the report could affect future state funding. Only 14% of freshman faculty participated in the Early Warning notification process, and Kay Clayton asked the deans to encourage participation.

Jennifer Martin thanked those who participated in the Graduate Fair and noted that 150 students registered.

Jimmy Ishee said the Dental Hygiene program has completed a major overhaul of their curriculum to make it more effective and will be presenting course proposals to the Curriculum Committee for approval in October. Concern was expressed about the curriculum changes not being included in the next publication of the Undergraduate Catalog, but it was noted that course information posted on the TWU website is the official version and not the printed information. Kay Clayton said the catalog is historical and is not a contract.

Michael Stankey announced that UNT will be sending an email soon on their student evaluation pilot program, and IDEA will be soliciting faculty, 10-15 per college, to participate in a small scale pilot they are conducting. Michael will preview with Student Life (SL) the upcoming webinar, "Coping with Seven Disruptive Personalities", and will discuss procedures for addressing possible concerns resulting from the webinar.

Terry Senne reported that she has completed and submitted her portfolio for tenure consideration. Congratulations!

Sherilyn Bird announced that *Denton Reads* will host a kick-off reception on October 22nd in the Library, 3:00-4:00 p.m., to promote literacy and the love of reading.

Pat Holden-Huchton reported that the Masters-level Clinical Nurse Leader proposal has been approved by the Coordinating Board and will be offered in the 2010 Spring Semester, and a \$2.6 million grant proposal has been submitted as part of the Department of Labor stimulus funding. Pat applauded Dallas Associate Dean, Stephanie Woods, who found time to write the proposal while adjusting to her new leadership role.

Ann Staton said faculty in the Science Building will be relocating soon, and classes will be held in the new addition in the 2010 Spring Semester. This is a high season for art events; schedules are posted on the Visual Arts website.

IV. Dates/Deadlines to Remember

- A. BOR agenda items due October 6, 2009
- B. Textbook Committee recommendations due October 9, 2009
- 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