

ACADEMIC DEANS' COUNCIL
October 13, 2009
NOTES

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

Guest: Barbara Lerner

I. Announcements/Discussion/New Business

A. Dual Credit – B. Lerner (handout)

Barbara Lerner reported that 122 students generating 366 semester credit hours enrolled in dual credit courses for the 2009 fall semester. Of that enrollment, 20 students, who were part of the “free lunch” program, received scholarships for tuition. Anticipated enrollment for the 2010 spring semester is 150-175. Discussion is underway about offering dual credit courses in the summer. As an incentive to attract teachers to the program, the Office of Student Life is providing scholarships for those designated eligible by the district to teach in the dual credit program but who still need to finish their degree or complete 18 hours of course work in a specified field of study. Barbara plans to establish a focus group to get feedback from dual credit teachers and counselors on the program, and she will report back to the ADC at a future meeting.

B. Students with Special Needs/TWU Policy 1.05 – J. Bean

Judith Bean distributed a five-page copy of the current TWU Policy 1.05, *Students with Special Needs*, and a copy of the one-page revision of the policy which clearly defines student and faculty responsibilities but eliminates procedural information, which she noted can change periodically. There was discussion of the wording, “any type of disability”, and Judith will determine if this was extracted from the federal law. A copy of the proposed *Study Abroad Policy*, as drafted by the Study Abroad Task Force, was also distributed. Judith asked the Council for feedback soon on both policies.

C. Policy Review – J. Martin

Jennifer Martin commended Terry Senne for the excellent work she has done to date in the review of University Policies related to academia. Two charts were distributed: *Policy Review Plan and Schedule*, which lists all academic policies as identified by the Provost; and the *Regents’ Policy/Guidelines Review Plan and Schedule*, which notes policies that require approval by the Board of Regents as specified by Texas law. Terry will develop a template for policy reviewers to use to insure consistency and uniformity throughout the review process. Policy information is available online in *Red Dot*.

Jennifer updated the Council on the revised *Outside Employment Policy*. HR Director, Lewis Benavides, has two concerns: 1) no specific time should be noted that faculty may be away from work, and 2) the mention of staff, even *professional* staff, should be eliminated from the policy. Jennifer provided a table of information that addressed these concerns.

D. Graduate Education Advisory Committee Report – J. Martin

Jennifer distributed a handout of highlights from a recent meeting of the Coordinating Board’s *Graduate Education Advisory Committee*. The *18 Characteristics of Doctoral Education* must be online for all programs by December 1, 2009, and two new definitions will be introduced in December, 2010. Also discussed were recommendations for standards for low-producing programs, recommendations on the maximum and minimum credit hour

requirements for master's and doctoral degrees, and the periodic review of academic programs, which should be conducted every five years.

E. Electronic Catalog – J. Martin, J. Bean

Jennifer Martin, Judith Bean, Ruth Johnson and Erma Nieto-Brecht met with Susan Sponsler to discuss the feasibility of moving to an electronic catalog, which Marketing and Communications supports since it eliminates printing expenses. Questions to consider: Is a printed catalog needed by advisors and for the University archives, and what do students think about going to the electronic version? Jennifer and Judith will get input from other schools that have gone to the electronic versions and also from students, and they will meet with Carolyn Barnes to continue discussion on the matter.

F. On-Time Submission of Grades – K. Clayton

Kay Clayton will mention at the next Council of Chairs meeting the importance of faculty submitting grades on time so that students are not penalized. The reason for this is that the Oracle-Datatel conversion will begin on December 22, and the system will be down for approximately three weeks. The deadline this semester for grade submissions is noon on December 21. A campaign using flyers and posters is needed to alert advisors and students that they must register for Spring 2010 classes before the system is shut down. The Provost will ask Bill Palmertree when the system is scheduled to be back up and running after the conversion. [NOTE: Mr. Palmertree agreed to handle publicity of early registration through emails, posters and flyers to alert students.]

G. Spreadsheet Career Links by Department – J. Bean

Judith Bean distributed a handout noting department and Career Services web links that provide information to students about career opportunities in a particular major. She will send the information electronically to the deans for feedback. Web designers may have suggestions for linking the information together so that it is more easily accessible to students. Judith will work with Michael Stankey and Student Life on this endeavor.

H. Budget Impact of Incentive Funding (ARRA) – K. Clayton

Kay Clayton reported that the federal guidelines for using incentive funds appear to be contradictory to the information given by the Coordinating Board and could impact the University's plans for spending the money. She'll visit with Brenda Floyd to get more specifics, particularly in regard to the money designated for the Science Building and the Library.

I. Temporary assistance in Provost Office – K. Clayton

Kay Clayton announced that Sara Pinson, a recent TWU retiree from the Dean's Office in the College of Arts and Sciences, has been hired to assist in the Provost Office while Elizabeth Floyd is on medical leave.

J. Mission Statement Revision – Pat Holden-Huchton

Pat Holden-Huchton, Judith Bean, and Jennifer Martin are looking for commonalities in the campus input received to date on revision of the University's Mission Statement. They plan to look at mission statements from other state universities and will also seek direction from Michael Stankey and Carol Kominski on the language SACS expects in a mission statement as they prepare a revision draft for the ADC to consider. Kay asked Michael to request input from those who report to him. The committee will put this item back on the agenda at a later date.

K. Comments on the Graduating Student Survey – K. Clayton

After discussion, the consensus of the Council regarding participants' comments from the *Graduating Student Survey* is that only the appropriate deans should have access to the information for use in assessing programs. Terry Senne will work with Carol Kominski to sort comments by "themes" so that they can be shared with appropriate academic bodies. For SACS reporting, a record should be kept of changes made by the University to address student complaints.

II. Old Business

III. Brief Reports

Judith Bean – The Curriculum Committee will consider 80 proposals at its meeting on October 30, and chairs and deans are encouraged to attend; input is needed from the deans on their low-producing programs. If a request is made to retain a low-producing program, specific plans for increasing enrollment must be included in the justification.

Jimmy Ishee – The Houston Ambassador Program provides input from 20 individuals in the community on TWU's visibility in the area.

Kathleen Luedtke-Hoffman – PT students and alumna will present a check for \$9,500 to a fellow paraplegic student at a special surprise ceremony on October 21, 2009.

Michael Stankey – The UNT evaluation survey pilot is currently underway at TWU with participation from 29 faculty representing 48 courses; he will keep the Faculty Senate and the Faculty Evaluation and Development Committee apprised of information received on the K-State IDEA survey tool.

Sherilyn Bird – The Library continues to scrutinize its budget and will not be purchasing materials that can be replicated in another way. Sherilyn asked for the deans' support as she takes this message to the Council of Chairs and to the Faculty Senate.

Nan Restine – She recently spoke at Denton's *La Vida* celebration, which was well attended by TWU students and some faculty.

Pat Holden-Huchton – *Elsiver*, the testing service used for nursing applicants, is in jeopardy of contract renewal by the College of Nursing; dialogue has begun with Dr. Richard Wainerdi and the Houston Medical Center on introducing to the nursing curriculum an MS program in forensic science.

Ann Staton – If approved by the Chancellor, Chemistry faculty will relocate temporarily to CFO 13 while offices are relocated and the Science Building is readied for classes for Spring 2010.

IV. Dates/Deadlines to Remember

- A. Major Fair for Undergraduates– October 14, 2009, 12:00-1:00 p.m.
- B. Denton Open House – October 17, 2009
- C. Commencement Extravaganza – October 19-20, 2009 (Bookstore)
- D. Self-evaluation forms (electronic) due to Provost – November 1, 2009
- E. Woodrow Wilson Fellow: Dede Bartlett – February 15-19, 2010
- F. Convocation – April 22, 2010