

ACADEMIC DEANS' COUNCIL
October 20, 2009
AGENDA

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: Mary Ann McDuff

I. Announcements/Discussion/New Business

A. Summer School Budget – M. McDuff

The Chancellor asked that summer school budgets be finalized soon. The Provost said there will be no new money for summer school since the “growth” money has been set aside for possible use for the hold-harmless deficit. Mary Ann McDuff will send the 2010 summer budget worksheets to the Deans on November 2 for completion and return to her office by November 13; the information will be verified again in March, 2010. Kay Clayton and Mary Ann will visit with Brenda Floyd about setting up a permanent summer school line in the budget. Mary Ann will also discuss faculty workloads with the Deans.

B. Funding for Faculty Development Leaves (sabbaticals) – K. Clayton

Kay Clayton expressed concern over expenses associated with the awarding of faculty development leaves. While the University already has a commitment to send a faculty member to Harlaxton University for the 2010 Spring Semester, she suggested not extending an invitation for development leave applications at this time. Michael Stankey said a better investment for the University might be to send a faculty member for professional development and then request that he/she share the information in a seminar/training session with other TWU faculty. By doing so, the University would be investing in its own. The Provost asked the Deans to consider the matter and give feedback to her and Michael. A recent discovery of an additional \$25,000 in the Associate Provost accounts gave the University a total of \$35,00 for chair/faculty development, but Kay advised that the money not be spent until the next cycle of budget reductions, which may be more than a clean-up phase, is completed.

C. Questions from chairs regarding P&T requirements – K. Clayton

In light of the University's recent cutbacks during the budget reduction cycles, a faculty member has asked if Promotion and Tenure (P&T) requirements should be revisited, especially in the area of faculty research. After discussion, the Deans determined that the current P&T requirements are appropriate and not beyond reach, and no changes are needed.

D. Department Criteria in P&T Portfolio – K. Clayton

Kay Clayton asked if departmental criteria should be required in faculty P&T portfolios, and the Council decided to let the Dean determine for her/his college. The Provost shared briefly about the University P&T Committee's process of reviewing portfolios in 2009, and she invited the Council's feedback on whether this method gave a fair assessment of each candidate. She announced that approximately 39 requests for promotion and/or tenure are scheduled in 2010.

E. Scheduling to help with parking situation – K. Clayton

Public Safety determined that campus parking is problematic between the hours of 10:00 a.m. and 2:00 p.m., and Kay Clayton asked the deans to be sensitive to this concern when they determine class schedules.

F. Update on URRS Committee – M. Stankey

Michael Stankey reported that the Uniform Recruitment and Retention Strategy (URRS) Committee must submit a report to the Coordinating Board by December 1, 2009. He distributed a handout of objectives and strategies linked to previous enrollments goals that will guide the committee as they prepare the report. Judith Bean noted that information for this year's report focuses more on data than on strategy. Michael will send two documents electronically to the Council: 1) the 2005 Strategic Enrollment Management Plan, and 2) the Coordinating Board Reporting Guidelines. Kay Clayton asked the committee to make an enrollment goal recommendation to the Cabinet for consideration.

G. Establishing new enrollment projections

The Chancellor is concerned that the 2009-2010 enrollment growth primarily reflects continuing students and only a small percentage of freshman (1%) and graduate students (4%). The Provost asked the deans to consider this information as they project enrollment goals. Michael Stankey requested the deans' collective enrollment projections from last year. Michael will request from Cathi Chambers the enrollment data showing a breakdown in retention, ethnicity, etc., that was last submitted to the Coordinating Board. The Provost updated the Council on the search for an Associate Vice President for Enrollment Services.

II. Old Business

III. Brief Reports

Judith Bean distributed a list of proposed course fee changes for the Deans' review. Some departments are requesting substantial increases, and she asked the Deans to look with department chairs at fee account balances to determine if the fee increases are justified. The Council will ask Robert Tuggle to attend next week's meeting to clarify how departmental course fee budgets are determined and for what expenditures the money can be used. If the Council has other course fee questions, send them to Judith Bean, and she will forward all to Robert so he can prepare for next week's discussion. The Provost will ask the Council of Chairs to invite Robert to a meeting to share information with them on the subject. Judith will send the revised *Study Abroad Policy* to the Faculty Senate, Council of Chairs, and to TWU faculty for review/input prior to sending it to the vice presidents for approval.

Jennifer Martin has the current Majors List and will distribute it to the Deans to share with department chairs. She noted that the list is not always accurate because of the way the system picks up enrollment data, but it is a good tool to use when updating enrollment projections.

Michael Stankey reported that the Faculty Evaluation and Development Committee (FEDC) has been invited to participate in the IDEA pilot evaluation survey.

Kathleen Luedtke-Hoffman had questions regarding the Datatel conversion and its impact on students. Jennifer Martin will ask Jim Stiles to put early registration information on the TWU opening webpage; Bill Palmertree will use flyers, posters, and Blackboard to inform the campus community about the shutdown on December 22; departments and advisors should alert their students; and the Provost will ask Carolyn Barnes to put notification on the website.

Terry Senne developed template drafts for the review of policies and procedures and will distribute them to the Council after she and Dr. Martin review/edit them.

Ann Staton announced today is the National Day of Writing, and student projects are on the second floor of the CFO Building and in the Library. She also circulated a list of fall activities in the School of the Arts.

Jimmy Ishee reported that the Wellness and Global initiatives are well underway following a recent meeting he and Ann Staton had with Dr. Stuart

Kay Clayton commended Governor Jackson, the Financial Aid staff, and Institutional Research and Effectiveness on receiving good reports following recent audits.

With no further business to discuss, the meeting was adjourned.

A. 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. “Wicked” author, Gregory Maguire – November 21, 2009, 6:00 p.m.
(MCL free seating for 400)
- F. Woodrow Wilson Fellow: Dede Bartlett – February 15-19, 2010
- G. Convocation – April 22, 2010