

ACADEMIC DEANS' COUNCIL & ACADEMIC SUPPORT SERVICES COUNCIL
February 3, 2009
AGENDA

Present: Kay Clayton, Judith Bean, Sherilyn Bird, JoAnn Engelbrecht, Elizabeth Floyd, Pat Holden-Huchton, Jimmy Ishee, Governor Jackson, Carol Kominski, Barbara Lerner, Jennifer Martin, Teresa Mauk, Mary Ann McDuff, Nan Restine, Mike Simmons, Ann Staton

Guests: Ann Stuart, Don Edwards, Brenda Floyd, Kate Landdeck, Jeff Robb

I. Announcements/Discussion/New Business

A. Space utilization – A. Stuart and B. Floyd (handout)

Dr. Stuart and Dr. Floyd discussed the issue of space utilization. We need to start planning now for five years out. If there is money for reconstruction, Old Main will be the first building to be restored followed by the Graduate Research building. Dr. Floyd will begin a walk-through of all the buildings on campus to see if there are spaces that can be converted for better utilization. Dr. Floyd will create a standing committee to look at space needs. The timeline will be to complete an inventory of all buildings and complete a Space Use Policy by April. This policy will be shared in May and implemented in June. A plan for cutting this year's budget by 2.5% will have to be developed soon.

B. Task force reports

- Distance Learning – L. LeFlore, J. Robb, R. Tuggle

Dr. Jeff Robb passed out a paper clarifying the issues, policy terms, resource needs and fee request approval process with a tentative schedule. The initial report to the provost is due March 2, 2009. Open forums will be in March, 2009. A final report will be given to the provost by the end of this semester.

- Adjunct Professor – D. Edwards and L. Ladd

Dr. Don Edwards passed out a handout from the Task Force on Adjunct Professors. Three sub-committees have been formed: the internal committee, the survey committee, and the external committee. They are doing a survey of adjuncts from last fall. This task force will be putting together the information from the survey and will report to the provost in March.

- SACS Fifth Year – C. Kominski

Drs. Kominski and a committee are working on the fifth year report. They will be requesting additional informational assistance as needed. SACS must receive this report by March 27th. The off-site reviewers report will be received in June. Faculty qualifications are not covered in the fifth year report.

- Study Abroad – J. Bean

Dr. Judith Bean passed out recommendations for the Study Abroad Courses. Students should have a minimum 2.5 cumulative GPA. There should be at least two faculty on each trip. Risk management training will be offered this year. This group is also working on a disability policy

for future study abroad courses.

C. Civic Agency survey – K. Landdeck (handout)

Dr. Kate Landdeck passed out a handout describing the Civic Agency Initiative. Dr. Landdeck stated that many professors are already doing civic engagement. A survey will be conducted this spring for faculty, staff, and students with regards to civic agency. Dr. Landdeck plans to present the findings of this survey at the fall faculty meeting. The Carnegie Foundation has a new “Civic Engagement” classification.

D. Web designer update – N. Gotcher, G. DeCuir

Nancy Gotcher and Gavin DeCuir gave an update on web activities. Nancy and Gavin have met with all the deans and will start meeting with the ASSC components. They will also offer open labs on Thursdays and training on Fridays. The number of sites currently in RedDot is thirty-six. The number of sites in the process of moving to RedDot is forty.

E. Coding of courses in the schedule – J. Bean

F. Distance Sections – J. Bean

There was a discussion of adding a letter to the end of a section to denote internet/video. This code needs to identify internet, blended, or video courses.

Web advisor was discussed. The deans felt the chairs should be consulted.

G. University-issued cell phones – P. Holden-Huchton

Dr. Holden-Huchton passed out two draft documents with regards to cell telephones. If an employee is issued a university cell phone, he/she will be obligated to treat that as a benefit and pay taxes on that benefit. The other option is for employees to purchase their own phone and receive a monthly stipend to offset costs. This stipend will be taxable.

H. Lower division courses taught by tenure/tenure-track faculty (handout)

Dr. Clayton stated that we are hiring more adjuncts to teach lower division classes. She asked the deans to strive to use more tenure-track professors to teach these lower division courses, especially in the College of Arts and Sciences.

I. Efforts to diversify faculty applicant pools

Dr. Clayton asked the deans to make a more concerted effort to diversify their applicant pools. There was unanimous support of this statement.

J. Faculty search: Hiring non-US citizens – A. Staton

Deans are united in the desire to hire international faculty. There is unanimous support for this initiative, although it will be expensive. Dr. Clayton will discuss this with Dr. Floyd.

K. Online tutoring – Mike Simmons

Mike Simmons proposed to offering the Smarthinking online tutorial service as a three-year bridge to all undergraduate students. It was suggested that Mike send this document to the Council of Chairs. Smarthinking was endorsed by the Academic Deans' Council and the Academic Support Services Council.

II. Old Business

A. College organization – K. Clayton

Dr. Clayton asked the deans to review their colleges' organizational structure.

B. Policy review – J. Martin

A review of policies will begin in March. All of the deans will be involved. It will be an open review, and each will be shared with faculty for input.

III. Brief Reports

A. Collin County Higher Education Center – B. Lerner

Dr. Lerner passed out a draft handout of the programs to be offered at the Collin County HEC for the fall of 2010. If any of the deans have other programs to add, please contact Dr. Lerner.

B. *How Did I Hear About TWU* Report – T. Mauk

Dr. Stephen Souris documented these testimonials and sent them to Teresa Mauk for use with recruiting. She will distribute to all via email.

C. TEAM visits – T. Mauk

A sample of this prospect information card was handed out as well as brochures describing TEAM, the recruitment program for transfer students.

Direct Reports

Judith Bean: reported that the University Curriculum Committee met last week. Dr. Clayton announced that Dr. Bean received a commendation from the Texas Higher Education Coordinating Board Commissioner.

Barbara Lerner: an informal task force is meeting to examine the transfer process and identify any barriers for students. At this point, the group consists of individuals from Academic Affairs and Student Life.

Jimmy Ishee: announced that Dr. Patricia Bowyer is among only 21 occupational therapy professionals in the nation named to the 2009 American Occupation Therapy Association's Roster of Fellows. She will receive her award this spring during the 2009 AOTA Annual Conference.

Mary Ann McDuff: requested that PTF's not be sent through campus mail. They should be sent electronically or hand-carried.

Pat Holden-Huchton: announced that the Texas Nursing Workforce Shortage Coalition Members, a group made up of TMA, THA, TNA, DFWHC, Greater Houston Partnership, many individual hospitals, hospital districts, healthcare ministries, medical centers, and nursing organizations are requesting 60 million from the legislature to shore up our nursing population in the state.

Teresa Mauk: We have 11,955 students this spring and an increase of 2.5% in semester credit hours.

JoAnn Engelbrecht: a research misconduct policy has been drafted and was passed out to the deans for input.

Governor Jackson: Raedean Bolton retired on Friday, and Janine Gann has been promoted to the position of Associate Director, Financial Aid.

Sherilyn Bird: reminded everyone the deadline for Faculty Recognition Day submissions is

March 10th and the online form for submitting is at http://www.twu.edu/library/form/recognition_form.htm

Ann Staton: the College of Arts and Sciences and Student Affairs will sponsor a green week with an information fair and involvement with green companies.

Elizabeth Floyd: requested that all ADC members save all Tuesday mornings for ADC meetings.

Kay Clayton: reminded everyone about the reception and the movie, *GLOW*. Dr. Clayton also shared TCAO information. There will likely be a cap on tuition with some restrictions. There will be no more “unbridled authority” and will probably be a change in the 10% rule. Special items most likely will not be funded.

IV. Dates/Deadlines to Remember

- A. Houston Open House – February 7, 2009
- B. SACS follow-up meeting – February 11, 2009
- C. Candidate for Associate Provost – February 13, 2009
- D. Responses from direct reports due to Provost – February 16, 2009
- E. Board of Regents – February 20, 2009
- F. Denton Open House – February 21, 2009
- G. Chairs’ faculty search update – February 27, 2009