

ACADEMIC DEANS' COUNCIL & ACADEMIC SUPPORT SERVICES COUNCIL

March 31, 2009

NOTES

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

Guests: Brenda Floyd, Robert Tuggle, Grace Chalon (for Carol Kominski)

I. Announcements/Discussion/New Business

A. Budget issue update – B. Floyd

Dr. Brenda Floyd updated the group on the budget shortfall. Assuming we get “hold harmless” statute, TWU would still owe \$3.7M. TWU investment funds are also down. We have a higher retention of scholarship students. There will be no salary increases for FY10. Dr. Floyd provided a handout showing budget balances. Several bills in the Legislature have been introduced with regard to tuition freezes. Robert Tuggle will visit the Council of Chairs and brief them with regards to the budget.

B. Incentive Funds – B. Floyd

The incentive money must be encumbered by May 1, which is the cut-off date. All requisitions must be entered prior to May 1, 2009.

C. Summer Budget Update – Mary Ann McDuff

The budget sheets are due to Mary Ann on April 8, 2009. Mary Ann stated that no one has informed her of any new needs at this time. Dr. Clayton reminded everyone to fill sections and keep low-enrolled sections to a minimum. Low-enrolled sections must be justified.

D. Exit Survey of Graduating Students – K. Clayton (handout)

An area that needs to be improved on is the follow-up of our graduates and feedback from employers. Dr. Clayton passed out an exit survey from A&M-Kingsville. The one she saw last week from Monroe, Louisiana was not as extensive. She indicated that we must define the objectives of the survey, what we want to know and why we need to know it. We want to get basic information from graduates and their employers. Drs. Bean, Martin, someone from the registrar's office and someone from I.T. will need to work on the survey. Dr. Holden-Huchton will also help. A pilot survey could possibly be ready this spring.

E. Survey Results for Waitlist and Non-Returning Students – T. Mauk

Two surveys were administered in early spring by Enrollment Services with assistance from Lifelong Learning to gain information and measure student satisfaction. A waitlist survey was administered to all students who placed themselves on a waitlist for the Spring 2009 semester. 2,452 students were e-mailed the survey and 543 responded (22.3%). The majority of students responding indicated that waitlisted because no other course section was available. Of those that registered for one course section but waitlisted a second course section, most did so because they preferred a more convenient time or preferred an online delivery option. A survey was also

administered to 905 students who were enrolled in Fall 2008 but did not return in Spring 2009. 155 students responded (a 17.8% response rate) with the number one reason for not returning being personal life changes followed by the inability to afford tuition and fees.

F. Commencement – T. Mauk

The faculty received invitations to commencement last week. There will be 46 COPE faculty in attendance. There will be a rehearsal on Thursday before graduation. Teresa still needs more marshals for commencement. She also needs to know how many faculty from each college will attend.

G. TWU Connection event at Collin County Community College – Spring Creek campus – T. Mauk

The TWU Connection event takes place tomorrow at CCCC. As of yesterday, we have 100 reservations for the event. This is an event to encourage transfer students to attend TWU.

H. Enrollment Update

We have positive numbers for fall and summer and also an increase in graduate students. Application numbers are up. All records are now being scanned and indexed the next day. Teresa believes that a 3% increase is doable. The matter of accepting legacies was discussed. No one was aware of a history or policy with regard to legacy students.

I. Adjunct Orientation project – M. Simmons

Lifelong Learning has placed a working draft of the adjunct orientation in an editable wiki page. Reviewers will receive a link to a web page and they can then review and comment upon the content of the orientation. Comments will be published on the page so that all reviewers will be able to see each other's input. The wiki will be shared with the ADC, ASSC, department chairs, members of the TWU Adjunct Task Force, and a representative from TWU HR. Other reviewers can be added as needed. Reviewers will have about two weeks to make suggestions and corrections, but changes will be made throughout the process so that the document is constantly updated. The wiki will also include a brief introductory section on how to use it.

J. Election for the Undergraduate Council – J. Bean

The Academic Deans Council needs to elect a dean to the Undergraduate Council and let Dr. Bean know who that will be by the end of April.

K. Grade Appeal policy – A. Staton

Each college and some departments have a grade appeal policy. It was the consensus of this group to leave the policy the way it is now. This policy should be linked to the college and department web pages. Starting now, a log must be kept of student complaints in every unit that receives complaints.

II. Old Business

III. Brief Reports

Judith Bean: Laboratory fee accounts have been set up for every department that has lab fees. The maximum lab fee is \$30 and the minimum lab fee is \$2.

Grace Chalon: All THECB responses have been certified.

Jennifer Martin: Graduate Council elections due by May 1, 2009. On April 21, 2009 there will be a symposium for scholars and research. There are now 192 abstracts entered. Barbara Lerner stated that the Denton ISD students will be attending the symposium.

Jimmy Ishee: Accreditation for HCA will be later this month.

Teresa Mauk: Registration begins tomorrow for graduate students. She thanked the deans for their letter submissions. The new on-line schedule is on the web.

Barbara Lerner: Collin County HEC – by May 1st we will know which programs will be included. Several of our programs to be included are RN-BS from CON, and Child Development and Master of Administration from COPE.

We are receiving a positive response to our dual-credit programs from DISD. They are interested in History/Government, English, and Science.

Ann Staton: Saturday is the annual science fair.

Sherilyn Bird: There is an overlap between print and on-line subscriptions. Sherilyn has spoken to publishers and asked them to hold their prices. Faculty Recognition Day is on Monday, April 20, at 2:00 p.m. Sherilyn did not receive replacement computers for public service points or for student worker stations. She is working with Rob Placido to determine if these computers are coming; otherwise, HEAF funds may be used.

Governor Jackson: Shared THECB questionnaire. There will be an enrollment and financial aid audit. The focus will be on distance education and will take place around April 27-29.

An internal audit was made on scholarship. Departments should put descriptions/application process, deadlines, etc. on their own websites. Chairs should check to be sure they have this information on-line and all the information should be up within the next six months. This report will go to the regents.

Dr. Clayton stated that there is now scholarship software available that would make it easier for everyone.

JoAnn Engelbrecht: There are eight groups working on proposals for the stimulus money from NIH that are due April 27, 2009. Research and Sponsored Programs are training through workshops instead of one-on-one.

Nan Restine: Convocation guidelines have been sent out. Convocation awardees have been chosen. The faculty have been great to respond to call for marshals.

Pat Holden-Huchton: Dallas pool for Associate Dean has been exceptional. The pool in Houston will need more work.

Institutional Development informed Dr. Holden-Huchton of a \$350,000 donation for scholarships and fellowships from the father of a nursing student.

Mike Simmons: Internal audit is examining distance education policies. Deans were asked to check their fee balances for adjustments.

IV. Dates/Deadlines to Remember

- A. TWU College Connection at Collin County (Plano) – April 1, 2009
- B. Promotion & Tenure Workshops – April 2nd and 3rd, 2009
- C. Faculty Recognition Day – April 20, 2009
- D. Student Creative Arts and Research Symposium – April 21-22, 2009
- E. Convocation – April 23, 2009
- F. Distinguished Alumni Luncheon – April 24, 2009
- G. Board of Regents – June 5, 2009
- H. Commencement Ceremonies 1 & 2 – May 15, 2009
 - 10:00 – CHS
 - 2:00 - COPE
- I. Commencement Ceremonies 3 & 4 – May 16, 2009
 - 10:00 – CAS
 - 2:00 – CON & School of Management
- J. Career Enrollment Opportunities – June 6, 2009