

ACADEMIC DEANS' COUNCIL & ACADEMIC SUPPORT SERVICES COUNCIL

April 28, 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: Carolyn Barnes, Amy Kowalsky

I. Announcements/Discussion/New Business

A. Decade of Achievement celebration – C. Barnes

Carolyn Barnes announced plans to celebrate remarkable achievements from the last ten years. This will be a marketing campaign only. The marketing of these materials will begin in October and end in May-June, 2010. No new funds will be allocated for this incentive. Some existing funds will be carried forward along with monies set aside to be used for marketing purposes. Ms. Barnes is asking the deans to make suggestions on the website. The deadline for suggestions is June 1, 2009.

B. Internships – K. Clayton, J. Martin

Chancellor Stuart has requested a central location for students that will provide information in general and some specifics with regards to internships. A summary of information about students participating as interns was passed out by Dr. Martin. This summary includes only course-related internships.

Drs. Clayton and Martin will each have an administrative intern in their offices next year. The deans were asked to identify faculty who might be interested in filling an administrative intern position. Deans must endorse the applicant while also considering the course release time that would be available without jeopardizing the department. Funding to hire faculty replacements (adjuncts) will be provided. In the future, these notices will be provided earlier in the year.

C. Commencement – T. Mauk

Teresa Mauk asked for banner bearers, faculty marshals, student marshals, and two or three faculty to visit with commencement speakers before the ceremonies. There will be a commencement rehearsal on Thursday, May 14, beginning at 1:00 pm in Pioneer Hall.

D. Woodrow Wilson Fellow – K. Clayton, J. Martin (handout)

DeDe Bartlett will be TWU's Woodrow Wilson Fellow for next year. We will need a planning group to work out a schedule for the week of February 15-19, 2010.

E. Faculty Recognition Day – K. Clayton

Dr. Clayton thanked Sherilyn Bird and her staff for all their work on Faculty Recognition Day. This event will be held later in the day next year so that more faculty are able to attend.

F. Summer Budget and Contract Letters update – M. McDuff

Dr. Floyd approved Dr. Staton's proposal to use the salary savings from the Arts & Sciences

assistant dean position (not filled) to replace the \$130,000.00 shortfall for summer school courses. There will be no more changes in the summer school budget. Summer contract letters are being printed off the payroll system and will be checked next week by academic financial services staff.

G. *Turnitin* Update – S. Bird

Sherilyn Bird requested that the deans invite a librarian to their fall faculty meetings to explain the *Turnitin* software and how to use it. Web pages will be developed by library staff explaining uses and offer one-on-one and group training for faculty. The goal is to implement for fall. There must be a statement about the use of *Turnitin* on each syllabus. A template statement will be developed stating that *Turnitin* may be used in this course.

H. Joyce Thompson Lecture – S. Bird

The Joyce Thompson Lecture will be held on October 27, 2009 at 2:30 p.m. Drama will be the focus of the lecture.

I. Wimba update – M. Simmons

Wimba installation is complete. The departments of COMS and Reading are being trained next week.

J. DARS access by graduate assistants – J. Martin

There was a link in “Ask TWU” that permitted students to access grades other than their own during a four hour period. This has been corrected. All of the deans should give the names of graduate assistants who require access to Dr. Martin.

K. THECB Undergraduate Education Advisory Committee – J. Bean

The GEAC (Graduate Education Advisory Committee) suggested the formation of a sub-committee be formed with UEAC (Undergraduate Education Advisory Committee) to consider action regarding low-producing degree programs.

The THECB is establishing a requirement that all universities implement a program review process and have specified what the report should consist of.

II. Old Business

III. Brief Reports

K. Clayton: HEF fund requests must be submitted in priority order by April 30.

J. Martin thanked Dr. Engelbrecht for a successful student research symposium.

M. Simmons indicated the adjunct orientation WIKI is going well.

M. McDuff noted that money can be transferred out of travel, but not into travel accounts.

B. Lerner: Dual-credit enrollment in classes may involve as many as 19 sections for Fall & Spring.

T. Mauk: Summer enrollment is looking great. Fall enrollment is off to a slower start.

G. Jackson: Audit of financial aid and related services will begin next Monday.

C. Kominski: Evaluation of Institutional Effectiveness Assessment Plans are under way.

J. Engelbrecht: Acknowledged the wonderful turnout of DISD students for the research

symposium and thanked Dr. Lerner for her efforts in getting them here.

J. Ishee: HCA accreditation team will be on the Houston campus this coming Thursday and Friday.

N. Restine: Asked if it would be possible to video Convocation to the Dallas and Houston Centers. (NOTE: Dr Clayton followed up with Mr. Palmertree and he agreed to look into the costs, etc.)

P. Holden-Huchton: Cooperative agreement for the nursing Ph.D. with A&M-Corpus Christi was approved. TWU College of Nursing will be hosting a meeting on June 17th for colleagues from A&M-Corpus Christi.

Dr. Belle Whelan will be our speaker at the General Faculty Meeting on August 24, 2009.

IV. Dates/Deadlines to Remember

- A. HEAF funds due to K. Clayton – Thursday, April 30, 2009
- B. BOR Agenda Items due to Provost – Monday, May 4, 2009
- C. Budget Hearing – Thursday, May 7, 2009; 10-12 am ACT 15
- D. Budget Hearing – Monday, May 11, 2009; 2-4 pm ACT 15
- E. Budget Hearing – Thursday, May 14, 2009; 3-5 pm ACT 15
- F. Budget Hearing – Monday, May 18, 2009; 2-4 pm ACT 15
- G. Board of Regents – Friday, June 5, 2009
- H. Commencement Ceremonies 1 & 2 – Friday, May 15, 2009
 - 10:00 – CHS
 - 2:00 - COPE
- I. Commencement Ceremonies 3 & 4 – Saturday, May 16, 2009
 - 10:00 – CAS
 - 2:00 – CON & School of Management
- J. Career Enrollment Opportunities – Saturday, June 6, 2009
- K. Woodrow Wilson Fellow: DeDe Bartlett – February 15-19, 2010