

ACADEMIC DEANS' COUNCIL & ACADEMIC SUPPORT SERVICES COUNCIL

May 26, 2009

NOTES

Present: Kay Clayton, Judith Bean, Sherilyn Bird, Jo Ann Engelbrecht, Pat Holden-Huchton, Jimmy Ishee, Governor Jackson, Barbara Lerner, Jennifer Martin, Mary Ann McDuff, Nan Restine, Mike Simmons, Ann Staton

Guest: Grace Chalon representing Carol Kominski

I. Announcements/Discussion/New Business

A. Sad News – N. Restine

Nan Restine shared that Assistant Professor Brian Leavell, Teacher Education, suffered a fatal heart attack on Saturday, May 23, while jogging. He is survived by his wife, Alexandra, and two daughters. A memorial service is tentatively scheduled for Monday, June 1, at 6:30 p.m. The campus community will be notified of additional information when arrangements are finalized.

B. Flooding in CFO Building – A. Staton

Ann Staton said a faulty sprinkler system on CFO 13 caused flooding in the building. The dean and associate dean were not advised of the problem at the time, and discovered that external work crews left offices unlocked and opened on Sunday and Monday. Dr. Staton advised Dr. Brenda Floyd of her concern over the accessibility of confidential files, and she expressed a need for better communications when emergencies arise. Offices in the CFO Building will be out of commission for a couple of days.

C. Missing Grades – G. Chalon (handout)

In Carol Kominski's absence, Grace Chalon reported on the problem of delinquent grade submissions which she noted can impact students adversely for financial aid, graduation and other academic standings. As of the May 19th deadline, grades were outstanding for 102 sections (542 students). Currently, 64 sections (269 students) show no grades recorded. Dr. Clayton said the deadline must be met, and she asked the deans to follow up on this concern with their faculty. Grace will send today's report electronically to the deans. Grade information can also be accessed in Colleague (FGRN). (NOTE: Faculty may also run a Grade Roster (GROS) in Colleague.)

D. University Policies – Jennifer Martin

Jennifer Martin opened discussion on two university policies recently introduced by Brenda Floyd and Bill Palmertree respectively:

1. Red Flag Policy

Not all areas that collect fees were identified on the list. Following discussion, additions were made, and Dr. Clayton discussed these with the Vice Presidents' Council. Clarification is also needed on the handling of telephone transactions.

(NOTE: A copy of the draft policy with the additional areas that collect fees was given by Dr. Clayton to Dr. Floyd.)

2. Data Classification Policy

The library has a different data system, and Sherilyn Bird will submit information about it. Questions were raised about some areas which may need more clarification. One question related to who will be responsible when disciplinary action is needed. (NOTE: At the Vice Presidents' meeting, Dr. Clayton was informed that this individual or position is not normally included in policies. A draft of the policy with suggestions was given by Dr. Clayton to Mr. Palmertree.)

II. Brief Reports

Judith Bean – Deans, department chairs and program directors will be receiving by email on June 3rd the new version of the small class report. Updates will be available daily until classes start on June 8. This report will be helpful in identifying course sections that could be combined to better utilize faculty and funding.

Jennifer Martin – Teresa Mauk will hold a commencement follow-up meeting on Thursday, May 28th, to discuss ideas for improving future commencements. Jennifer Martin encouraged the ADC and ASSC to email suggestions/concerns about commencement to her or to Teresa.

Jimmy Ishee – The advisor for the College of Health Sciences resigned this morning, and he will be working with Judith Bean to find a replacement for the position. He also noted that the new session of the Speech Pathology program begins this summer.

Barbara Lerner – She will email this week a final call for new graduate and undergraduate programs for the Collin County Higher Education Center. Dr. Lerner encouraged the submission of proposed programs as this will present an opportunity to brainstorm for the future. She is currently working with the regional undersecretary for the Department of Education, who has been helpful in interpreting the FERPA rules, which often differs from the way the State of Texas interprets them.

Mary Ann McDuff - Her office is currently working on loading the summer payroll which has a cut-off date of June 3, 2009.

Grace Chalon for Carol Kominski – Dr. Kominski reported that 796 student participated in the on-line exit survey, and she is currently working on the data analysis. The results of the 2009 Spring course evaluations are being compiled and will be distributed to the deans soon. This information may be helpful as deans consider curriculum revisions.

Governor Jackson – The work with the Datatel consultants is progressing, and implementation is expected in 2010-2011. Grace Chalon commented that the Datatel module for state reporting is not going to be ready in time to meet the end-of-the-year reporting deadline of June 15th.

Jo Ann Engelbrecht – The 2009 summer research stipends have been awarded, and the Chancellor's Research Fellows have been selected for Fall 2009.

Mike Simmons – The Coordinating Board has two upcoming distance education advisory committee meetings in which he will participate. He will be requesting input from the ADC and ASSC on the HERC (Higher Education Regional Council) rules and on the Distance Education definition rules. The meetings are opened to anyone wanting to attend.

Sherilyn Bird – Reported on internal strategic planning initiatives that the Libraries are undertaking next week. Staff continue to improve interlibrary loan services with the use of an automated ILLiad system. Roof repairs for the Library are planned!

Nan Restine – No additional reports

Pat Holden-Huchton – Pending satisfactory background checks, the associate deans for Dallas and Houston have been selected. Both are outstanding choices and have the overwhelming recommendation of their respective campus. Neither of the associate deans has recent affiliation with TWU and should have fresh perspective for the future.

Ann Staton – No additional reports

Kay Clayton – Announced that the Summer Retreat for the deans will be held at the Denton Country Club on July 7-9. The primary focus of the retreat will be on research and on distance education. She asked that the deans review and bring to the retreat the research information she shared with them from Dr. Larry Petterborg, Faculty Senate Speaker. She also shared that she plans to schedule soon informal meetings with faculty in Denton and on the Dallas and Houston campuses to discuss the budget situation. She welcomes input from faculty on the matter and has already received good suggestions that she plans to share with the Cabinet. The meetings will be primarily for faculty, but deans and other staff are welcome to attend.

III. Old Business - None

IV. Dates/Deadlines to Remember

- A. Summer Retreat – July 7-9, 2009
- B. General Faculty Meeting – Monday, August 24, 2009
- C. Woodrow Wilson Fellow: DeDe Bartlett – February 15-19, 2010