

ACADEMIC DEANS' COUNCIL & ACADEMIC SUPPORT SERVICES COUNCIL
September 1, 2009
AGENDA

Present: Judith Bean, Sherilyn Bird, Jo Ann Engelbrecht, Pat Holden-Huchton, Jimmy Ishee, Governor Jackson, Carol Kominski, Kathy Luedtke-Hoffman, Jennifer Martin, Teresa Mauk, Mary Ann McDuff, Nan Restine, Terry Senne, Mike Simmons, Michael Stankey, and Ann Staton.

Guests: Brenda Floyd, Richard Nicholas, Bill Palmertree, and Cori Trevino

In the absence of Kay Clayton, Jennifer Martin welcomed guests to the meeting.

I. Announcements/Discussion/New Business

A. CDC Update on the Swine Flu – R. Nicholas

Richard Nicholas shared what has been done to date in preparation for a possible outbreak of the H1N1 virus on campus. A blast to students on August 31, 2009, gave information about the availability of vaccines in October. University *Recovery Act* funds may be used so that students do not have to incur the cost for the two shots which will be given 28 days apart. The next phase of preparation will include planning for worst-case scenarios, the handling of attendance issues for students and employees, make-up work, and closing notifications. The Council was asked to develop a plan to address academic concerns should an outbreak occur. The Coordinating Board and the Center for Disease Control have helpful information about the virus on their websites. Judith Bean will forward to the ADC and ASSC the blast that students initially received so they will know what information has already distributed. Accrediting bodies should be contacted to insure that student absences are handled within the guidelines established for programs, particularly for clinicians. Sherilyn Bird will contact housekeeping about sanitizing door knobs, telephones and key boards.

B. Flexible Scheduling – B. Palmertree

Bill Palmertree said the Chancellor wants the University to have a flexible schedule in place by September, 2010, and he distributed a handout of information gathered by Cori Trevino from departments and offices outlining what must be considered before a flexible schedule can be implemented. After discussion, the Council agreed that the primary concern with the timeline for implementation is that it would occur during a counting year for formula funding and could have repercussions on future appropriations. Other areas that could be impacted were faculty workloads, delays in paying students receiving financial aid, and payroll issues. Judith Bean, Jennifer Martin, Teresa Mauk, Governor Jackson, Ann Hughes, Cathy Chambers, Jim Stiles, and a representative from Lifelong Learning will meet to discuss concerns associated with the flexible schedule. The vice presidents may also visit with the Chancellor about the implementation date.

C. Budget overview – B. Floyd

Brenda Floyd shared an overview of the budget she presented to the Board of Regents (BOR) Finance Committee prior to the August Board meeting. Budget reductions for FY 2010 were the first in the three-year move toward state compliance by FY 2012. The FY 2010 budget was based on a 2% enrollment increase. The current enrollment reflects a 5% or greater increase, but the additional revenue generated by the increase will be held in reserve to insure that the University has funds to meet the hold-harmless state mandate. Other information shared: ERA funds will supplant part of the \$805,000 library appropriation and will also be used for University software, but if this money is not replaced in the future with state money, TWU would experience a significant cut in its budget for the next biennium; the credit card

usage fee, which is currently paid by the University, may be transferred to students if approved by the BOR, saving TWU approximately \$.5 million; the University will reduce expenses by eliminating the leasing of copy machines; incentive money may be used for purchasing equipment for the renovated Science Building; the state contribution for TRS and ORP participants will be slightly reduced for FY 2010 and FY 2011, and HR will send an email soon to the campus community explaining this change; and a tutorial on the budget process is available on the Finance and Administration website. Copies of the budget overview will be distributed by the Provost Office to the ADC and to the ASSC.

D. Book display – J. Martin

The deans were reminded that it's time to replace the books from each college that are displayed in the Provost Office. Short bios on the authors are to be included with the books.

[Other agenda items will follow **III. Brief Reports**]

II. Other Business

A. Introduction of administrative interns – J. Martin

Jennifer Martin introduced the FY 2010 administrative interns, Terry Senne and Kathleen Luedtke-Hoffman. Terry is a Kinesiology faculty member who will work with the Vice Provost on policy review and in the development of a graduate certificate for doctoral students desiring to teach at the University level. Kathleen has over thirty years of experience in the Physical Therapy field and will work with the Provost.

B. Continuity of instruction – M. Stankey

Michael Stankey said he and Mike Simmons are collecting information on TWU's continuity of instruction, and he invited anyone interested in this initiative to contact him.

C. Enrollment Update – J. Martin

Jennifer Martin commended everyone for their excellent work to increase enrollment, which is currently at 13,137 students, exceeding the University's goal of 13,091. The Deans were encouraged to check their DSTATS to see where significant growth occurred. The Provost will keep the ADC and the ASSC informed on how the resulting increase in revenue is handled. Michael Stankey suggested a campus-wide celebration to recognize all involved in the enrollment success. Jennifer will discuss this suggestion with Kay Clayton. Individual colleges may want to do something special for their groups.

III. Brief Reports

Sherilyn Bird reported that the Library's IT lab will reopen soon with a ribbon-cutting ceremony with Kay Clayton and Bill Palmertree. She expressed concern and is working with HR regarding possible contradictions in two of their policies.

Teresa Mauk told the Council that recruiters will begin their road trips in two weeks starting in Dallas. Reminders will be sent to students regarding the September 16 application deadline for December graduation, but colleges should also get the word out.

Jo Ann Engelbrecht said September 24th is the deadline for area grant applications for NIH stimulus funding.

Michael Stankey shared that a list-serve has been established for new faculty: newfac09@lists.twu.edu

Mary Ann McDuff announced that the PTF deadline for new faculty and staff appointments is 4:00 p.m. on Thursday, September 3rd.

Carol Kominski will send a report to SACS soon addressing their concerns related to student complaints.

Governor Jackson looks forward to his office returning to a regular work schedule after several weeks of primarily fielding phone calls

Mike Simmons reported that distance education course hours are up.

Following reports, Jennifer Martin dismissed the ASSC and asked the ADC and Jo Ann Engelbrecht to remain to continue discussion of agenda items:

I. Announcements/Discussion/New Business (continued)

E. Low-producing programs – J. Bean

Judith Bean shared that the state committee on which she serves is considering a change to the standards for low-producing programs. Currently, a program must award three baccalaureate degrees, two master degrees, and one doctoral degree per year, but the standard could be raised to seven baccalaureate, five master, and two doctoral degrees per year. She distributed a handout, *Average Degrees Conferred by Major within Level Academic Years, 2005-06 to 2007-08*, which showed the number of TWU degrees conferred. The ADC is scheduled to review the University's Table of Programs at its next meeting, and this would be an excellent opportunity to consider low-producing programs.

F. Update on course and lab fees – J. Bean

Judith Bean reported that a recent state audit of course and lab fees revealed that lab fees must be used only for consumable supplies. Fees assessed for lab courses but not used for consumable supplies must now be included in course fees for a clean audit. Labs using consumable supplies could be designated in the future as "wet labs" to distinguish them from other labs. She will discuss with Robert Tuggle the best way to differentiate between the fees.

G. Targeted research efforts to extend funding – J. Martin and J. Engelbrecht

The Chancellor wants to know what efforts are being made to increase external research funding. To this end, the Office of Research and Sponsored Programs (ORSP) has identified \$66,402 for a Targeted Research Fund to assist faculty research efforts in the three focused areas of obesity/diabetes, cancer, and rehabilitation. Jo Ann Engelbrecht distributed a handout, *2009-2010 Targeted Research Funds*, developed by ORSP to serve as a guideline in allocating funds. She distinguished between these funds and the \$20,000 given to each dean to distribute to their faculty as they determine. There will be no formal call for proposals for the targeted monies; deans will send referrals to ORSP. The key to knowing which research efforts to consider for the targeted funds is to identify those closest to receiving federal funding. After discussing a timeline for submission of requests, the Council agreed that the Deans will bring their requests to the October 6th ADC meeting

With no further business to discuss, Jennifer Martin adjourned the meeting.

IV. Dates/Deadlines to Remember

- A. *Code of Conduct Review Committee* recommendations to Provost by September 1, 2009
- B. Names & titles of faculty/chair mentors/mentees to Provost by September 11, 2009
- C. Power of a Healthy Woman Symposium – September 19, 2009
- D. Woodrow Wilson Fellow: DeDe Bartlett – February 15-19, 2010
- E. Convocation – April 22, 2010

