

ACADEMIC DEANS' COUNCIL & ACADEMIC SUPPORT SERVICES COUNCIL
November 18, 2008
AGENDA

Present: Kay Clayton, Judith Bean, Sherilyn Bird, 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: Brenda Floyd, Bill Palmertree, Ann Scott

I. Announcements/Discussion/New Business

A. DIR: Security Standards and Ownership of Data – B. Palmertree (handout)

The Texas Code requires that we define ownership of data. Offices will be requested to define who the owner of data is as well as the custodian of the data and how the information will be marked for protection. Dr. Clayton asked each department listed to look at the forms and identify who is to be responsible. This report will be due after the Thanksgiving break. The person listed will have the responsibility for, or the sole ownership of, the data. An individual must claim the “whole” area, not just some of it. The Registrar’s office is responsible for much of this data. We must restrict who has access. We will revisit this in two weeks on December 2, 2008.

B. DIR: Encrypting e-mail messages (handout) – B. Palmertree

No personal data (individual’s name and restricted personal information) may be sent via e-mail without being encrypted. Call Trevor Jones (3993) if you have questions about what information can be used for identity theft.

C. Reunion weekend – A. Scott

Ann Scott, Alumni Director, did an internal survey of those that attended Homecoming last year. She passed out the calendar used last year as well as a proposed recommended calendar for this year’s Homecoming events. Ms. Scott favors doing away with Homecoming week and focusing on the weekend as reunion weekend. The entire week would be held each year at the same time for the Faculty Recognition and the reunion weekend would normally be the next weekend. The proposed calendar is color coded as follows: Blue = Academic; Orange = Alumni; Purple = Students.

D. Faculty raises – B. Floyd and M. McDuff

Classified staff and some of the professional and administrative staff will be receiving \$500.00 split over eight months. This money becomes part of base pay for next year. All permanent faculty who are not within 10% of 2007 CUPA Market will receive market adjustments. This list will be prepared by Academic Financial Services. College summary sheets are being created for deans. Faculty Senate has requested that new floors and CUPA data be loaded on the TWU website. Ms. McDuff has the data on all who are to receive market adjustments. It was agreed that CUPA data should be made available. Ms. McDuff will go to the Council of Chairs and explain this process to the chairs on Friday, November 21, 2008.

E. Summer school budget – B. Floyd

Each Dean has a budgeted reserve for summer school. A great deal of last year's summer school budget was covered by the Provost. We need to be thinking more about a permanent budget for summer. Close to five million was spent last year for summer school. It was agreed that summer school should be based on student needs, not on what the faculty wants to teach.

F. Travel reductions – B. Floyd, M. McDuff, K. Clayton

No specific amount was requested by the Governor, but it is anticipated. Dr. Floyd has asked her department heads to target giving 10%. Some could and some could not. There is a push to cut back, especially on administrative travel. Dr. Clayton will try to cut her travel back by 25%. This money is not lost permanently – it will go into M&O. Dr. Floyd said we must show an E&G reduction for travel, and we need to identify where it will come from and the amount to be reduced. Dr. Clayton passed around a sheet for everyone to sign up for what they could contribute to decreasing travel expenditures.

G. Assessment of learning outcomes in core courses – J. Bean

Undergraduate Council oversees the Core Curriculum. Critical thinking and writing were tested last year. The Undergraduate Council supported the idea of critical thinking as a university-wide basic competency. Writing was a close second choice. There are no critical thinking courses taught. Sherilyn Bird wants computer literacy included. A discussion followed. The goal is to do one at a time but eventually all six should be done. We need to figure out between now and next fall how to accomplish this. Sherilyn will meet with the group next Monday.

Dr. Bean also discussed classes being taught outside the normal schedule. Three hundred thirty-three courses start ahead of the semester. All but eleven of these were taught off campus. The classes should be sorted by method of instruction. Space utilization is not a problem on this campus. This is only about classes that start earlier than normal.

H. Proposal to increase the library fee – S. Bird

Ms. Bird is requesting a \$9.00 SCH fee. Dr. Lerner asked what the impact would be for students. Governor Jackson said fees are approximately 55% of the total cost. Ms. Bird will also present this request to the VPC this afternoon. The ADC/ASSC endorsed her recommendation of the \$9.00/credit hour fee. This would replace the \$50 flat rate fee that is currently charged.

I. Announcement/Discussion: searches for anticipated new faculty positions

When we want new faculty positions in the fall, we should start searching for them in the spring. The Chancellor wants new positions where there is growth and need. If new programs, such as the DNP & DPT, have been approved by the THECB and we committed to adding faculty in these programs, then these faculty positions have to be our priority.

J. Discussion of student internships

Dr. Stuart would like to see information about internships more clearly available. While Career Services oversees some internships, there appears to be a number of internships or practica that are offered through the academic departments and colleges. A survey was done of these some time ago, and Dr. Bean indicated that she might be able to find this information. Since this information probably needs to be updated, Dr. Kominski said that Lisa Haynes could design a

simple form to send out under Dr. Clayton's name. Dr. Martin suggested talking to the Council of Chairs about why we need this information before the form is sent out.

K. Commencement – T. Mauk

Commencement is just two weeks after the Thanksgiving break. Teresa Mauk still needs volunteers for the commencement ceremonies. Teresa also passed out the commencement scripts.

L. Reminder: Bullets for “Decade of Achievement”

1999-2009 – no deadline yet. Once a theme is identified, that theme will be used on all products marketing the “Decade of Achievement.”

M. Discussion of recommendation for commencement: 2 ceremonies on Friday; 2 ceremonies on Saturday

There will be two ceremonies a day for two days beginning with the May, 2009 commencement. The students will need to be informed as soon as possible. The decision of which college will graduate on which day will be made approximately 3-4 weeks into the spring semester.

N. Major provisions of Higher Education Opportunity Act of 2008 – C. Kominski (handout)
Dr. Kominski discussed how the Higher Education Opportunity Act of 2008 would impact students. Since the rules and regulations have not been written, there are no clear answers to how the new law will be interpreted.

O. Hooding of clinical doctorate candidates – J. Martin

TWU's first clinical doctoral candidate will be graduating in May, 2009. Whether to hood or not was discussed at length. Dr. Martin will make special comments about the graduate but will not hood at commencement ceremony. Hooding will take place in another separate ceremony for the clinical doctoral graduates.

P. Recycling program proposal from Harold Johnson (handout)

If you have a faculty member who is interested in chairing or serving on this recycling committee, please let Harold Johnson know. Sherilyn Bird expressed an interest about educating people about printing less. Dr. Martin suggested sharing this information with the Faculty Senate and the Staff Council.

Q. Fall call for projects from Harold Johnson (handout)

Dr. Clayton announced that the fall call for projects form is due by November 30th. Dr. Staton requested time be changed to the end of this semester (December 15). (NOTE: Dr. Clayton requested an extension, and it was granted). A request for furniture is different.

R. Recruitment program for Veterans – T. Mauk

The recruitment and retention plan for veterans has been re-written. A web page will be designed with veterans in mind. There are now 230 veterans enrolled at TWU, and we hope to double this number in time.

S. Holiday schedule for 2009-10 (handout)

The holiday schedule which is in today's packet has been approved for 2009-2010.

T. Reception at retirement communities (determine interest/need for lifelong learning classes and interest in serving as adjunct faculty)

The Chancellor has suggested that we hold receptions at retirement communities to encourage qualified individuals to apply to be adjunct faculty and also to participate in lifelong learning or continuing education courses. The retired faculty who live at Robson Ranch were suggested for facilitating these receptions. Members of the committee formed to work on this and they are: Teresa Mauk (co-chair), Mike Simmons (co-chair), Jennifer Martin, and Nan Restine. Mary Ann McDuff will work with this committee to provide resources.

U. National level faculty awards

Dr. Clayton requested information on faculty who have received national awards. We need to know the name of the person, their department, the national award, etc. Ms. Floyd will send a reminder after Thanksgiving.

II. Old Business

A. Policy Review

Folders containing copies of various policies were distributed to individuals who are being asked to assist in the policy review process. More discussion on these will be held at a later date.

B. Differentiated tuition discussion

Deans have been asked to work on proposals for differentiated tuition in targeted or selected programs (ie those where faculty shortages exist and where demand is high, thus creating a very competitive market).

III. Brief Reports

IV. Dates/Deadlines to Remember

A. Distance Education fee balances due to Mike Simmons – December 1

B. Denton Commencement – December 13

C. Houston Commencement – December 14