

ACADEMIC SUPPORT SERVICES COUNCIL

July 22, 2008

NOTES

Present: Kay Clayton, Judith Bean, Sherilyn Bird, Elizabeth Floyd, Governor Jackson, Barbara Lerner, Teresa Mauk, Mary Ann McDuff, Mike Simmons

Absent: Carol Kominski

I. Announcements/Discussion/New Business

A. Name change – Academic Support Services Council (ASSC)

Dr. Clayton welcomed everyone and announced that the new name for this group would be Academic Support Services Council unless there is any objection. This group has had several names in the past.

B. Dates for ASSC from July – December, 2008 (handout)

A list of meeting dates was passed out for the Academic Support Services Council for the remaining of 2008.

C. SWOT (Strengths – Weaknesses – Opportunities – Threats)

Dr. Clayton announced that she would like a simple analysis of 2 pages or less by August 15th. A bulleted list is fine or it can be in explanation form. Opportunities and/or threats can be either internal or external.

D. Collin County College Higher Education Center (CHEC) – B. Lerner

Dr. Lerner reported that 5 preliminary start-up programs from TWU have been approved for the new Collin Higher Education Center (CHEC). She handed out a draft of the programs approved. TWU, A&M-Commerce, UT-Dallas, UNT and SMU are expected to offer courses at the new center. TWU is already offering some courses at this time. A discussion of dual credit followed. Issues related to tuition were discussed. Dr. Clayton asked Barbara Lerner, Teresa Mauk, and Judith Bean to put their heads together to come up with ideas and bring forward a plan to present to Cabinet. We need to meet with Denton High School personnel about dual credit enrollment and possibly begin by offering mathematics courses utilizing qualified high school math teachers as the instructors. We also may need to look into offering dual-credit courses online.

E. Distance Learning Advisory Group RFP for strategic assessment of distance education at TWU – M. Simmons

Mike Simmons will deliver the three proposals that have been recommended in response to the RFP. An advisory council reviewed all of the bids that responded to the RFP.

F. Distance education fee policy revisions and process – M. Simmons

Travel seems to be contentious. The fees will be sent to Dr. Clayton within a week to 10 days. The policy should contain among other things: what equipment is allowed, which travel is permissible, and who approves the travel first

(Controller's office vs. Chairs/Deans).

- G. Team-building workshop
Dr. David McFarland will be facilitating a team-building workshop for the ADC and ASSC members. A book entitled *Exemplary Leadership* will be distributed to participants before this workshop
- H. Update on Associate Provost Search – J. Bean
The search committee is moving rapidly. They expect to examine qualified candidates to choose for caller reference on September 15th. By early November they will have a SWOT analysis of each of the candidates. The hope is to have a new associate provost in place on January 1, 2009. There are already more than 25 qualified candidates for the initial review.
- I. Democracy Project
Should be listed as the American Democracy Project. Applications were taken in June. TWU is one of 16 institutions who have been chosen to participate. We will establish a team with Dr. Kate Landdeck serving as the leader
- J. Fall Enrollment
Pre-registrations are 50 less than last year. We are in the 30-day countdown. Applications are up for undergraduates and acceptances are up. There will be a transfer orientation this Friday and over 250 students are signed up to attend. This is much bigger than ever before. On Saturday there are 333 signed up for on-line orientation. On the graduate side, personnel are encouraged to let students know they can sign up for 12 hours of non-degree work. All accepted but not enrolled students are being contacted. Teresa Mauk has also sent out re-admit post cards and continuing student e-mails. The wait list hasn't been working properly and they are looking for ways to improve this area. Teresa is also sending out a wait list report. Judith Bean will give departments a nudge on the most wait listed courses to see if sections can be added. It looks like at this time that it will be within the budget to fund the new positions that were approved during the budget sessions.
- K. SACS
TWU's next SACS visit will be Spring, 2013 with the compliance audit here in Fall 2012. This December SACS will be in San Antonio and Dr. Clayton invited everyone who wanted to attend. Carol Kominski has extra money in her budget to pay for some travel. During the next SACS visit, TWU will be under the new standards and criteria. We will be appointing a triad committee to start planning. This meeting would be a good time to help our personnel get acquainted with the new system.

II. Old Business

No old business

III. Brief Reports

Mary Ann McDuff

Next year we need a timeline/schedule on when to close the budget files. PTF's must now be dated 9-1-08. New faculty are on and have access. **Dr. Clayton** announced that appointment letters will be issued to all adjuncts. All persons hired will be subject to a background check and this sentence will be included in the adjunct letters.

Governor Jackson

Governor's office is trying to get the awards out. Processing time is still 4-6 weeks and the Colleague time factor is an issue. An IT staff member is monitoring the time it takes a financial aid staff member to complete an account. Hopefully this will speed up the process. Forms now can be completed on-line and downloaded to data system. In 08-09 they will be able to download on-line. This will be a huge step to speeding up the process. We start awarding in February which is earlier than most other universities but by late spring we are on equal terms with other institutions.

Sherilyn Bird

All state funds have been expended and all of the budgeted money has been spent from fees. New items have been purchased for departments including "Dance in Video" an on-line for distance learning course. Sherilyn announced that the Women Air Service Pilots will be on campus September 26th. They will have an all-day program. The Joyce Thompson lecture date is set for November 17th.

Barbara Lerner

P-16 Council – the Texas Higher Education Coordinating Board (THECB) is reconfiguring its emphasis from Go Center to P-16 Council. Each chosen Council will receive \$50,000 but this money is only for existing Councils. There are at least three functioning P-16 Councils in this area. They will probably only fund UNT. There is a great deal of commitment at UNT. There is nothing to prevent us from doing a focused council. Dr. Lerner participates on 6 different councils. It is through these council memberships that we maintain relationships with the other council members. This is an important piece for transfer students. **Dr. Clayton** stated that we needed to establish the purpose of the Council and what it does. The key is demonstrating effectiveness. Weatherford has at this time a very effective council.

Teresa Mauk

Her department is working diligently on fall enrollment issues. They are working to send transcripts electronically. We can now receive high school transcripts electronically which is state-mandated by August 1st of this year. She is also working on August graduation. Many of our students walk in May and graduate in August. **Governor Jackson** announced that TWU has been approved by the Teacher Grant Program.

Mike Simmons

Mike announced that the On-Line Symposium will be held on August 21st. Health Care Administration in Houston is converting to blended model on-line. There will be continuing education courses offered in Nursing. He will be requesting another Blackboard upgrade.

Judith Bean

Dr. Bean announced the following: The College of Health Sciences has moved into the old Academic Advising space in the HDB building. The #3850 will continue to be answered and calls will be directed to the needed advisors with numbers and locations. Disability Support Services will be moving back to CFO earlier than scheduled on August 11th. Their offices have been remodeled this summer. Dr. Bean is reviewing after each orientation and sending notes to see how many seats are left in classes. Already two new sections of English have been added.

IV. Dates/Deadlines to Remember

- A. On-Line Symposium – August 21, 2008
- B. Board of Regents meeting – August 22, 2008
- C. Team-building workshop – September 11-12