

ACADEMIC DEANS' COUNCIL MEETING

August 25, 2005

Attending: Kay Clayton, Pam Trant, Mike Daniel, Bill Heenan, Ronn Hy, Alberto Olivares, Dalton Bigbee, Dann Brown, Robert Diersing, Ron Rosati, Iqbal Omar, Indra Reddy, Gail Dantzker, Carolyn Green, Frank Ureno.

I. Announcements/Discussion/New Business

- A. Dr. Mike Daniel introduced Dr. Richard Braley, Assistant Dean, College of Education.
- B. Karen Engebrecht and Dennis Taylor (MonsterTrak) gave an overview of the MonsterTrak program and how it can help our students in obtaining job interviews. Dr. Heenan encouraged Ms. Engebrecht to contact department chairs regarding prospective students for interviews before interview schedules are set.
- C. Dr. Tadeo Reyna and Gary Bartholomew, President of ESLI (English as a Second Language Institute), met with the deans to get their support for ESLI on our campus and to waive the TOEFL for admission for international students who successfully complete their program. The deans agreed to this waiver.
- D. Dr. Clayton asked that course syllabi be added for courses submitted with a new degree proposal.
- E. Assistance is needed in getting banner carriers for commencement who will also attend practice.
- F. Assistance is also needed to ensure that final grades are submitted on time. This is especially true for lecturers and/or part-time faculty.
- G. Dr. Clayton reminded the deans that funds will be allocated to them for student engagement activities. She would like a short, one or two paragraph, report on how each dean plans to disburse these funds.
- H. Dr. Gail Dantzker gave an update on the spring Student Ratings of Instruction. She answered some questions posed to her by deans. Dr. Iqbal Omar suggested that Dr. Doreen Kinkel (Committee S-12) be contacted for answers to questions, as well. Dr. Omar will contact Dr. Kinkel regarding this matter.
- I. A report on Expert Witnesses is due to Pam by September 15. Forms were distributed at the meeting and were also distributed by e-mail.
- J. Dr. Alberto Olivares distributed the graduate scholarship and assistantship allotments for 2005-2006. A new category has been added for master's assistantships.

- K. A Research Proposal Development Workshop offered by the System has tentatively been set for October 14. More information to follow.

II. Old Business

- A. The proposed Honor Code was discussed. After several concerns regarding the Code were expressed, Frank Ureno suggested he visit with the Student Government Association regarding the concerns and bring the Code back to the Council at a later date.

III. Reports

- A. Dr. Dann Brown reported that Betty Black has been nominated for a state office for the Texas Association of Developmental Educators.
- B. Mr. Ureno reported that enrollment is down approximately 4% this semester compared to this time last year. It seems as though enrollment is down state-wide or that universities are not meeting their projected enrollments.
- C. Dr. Ronn Hy expressed a concern by his faculty that someone should address the enrollment issues that occurred this semester. Dr. Dantzker expressed her appreciation for the work that was done by colleges and departments in August to assist with enrollment. Dr. Clayton expressed her appreciation as well and asked that the deans express their appreciation to their staff and departments.
- D. Dr. Ron Rosati announced that the student chapter of the wildlife society recently received the top student chapter in the nation.
- E. Dr. Bill Heenan reported that NSF has authorized funding of the STEP proposal.
- F. ACPE, the accrediting agency for the College of Pharmacy, has set a site visit to our campus for November 16-18.
- G. Dr. Carolyn Green expressed her appreciation for the work Rene Echavarri has done to update the web page for the System Center.
- H. The deans were informed that Dr. Clayton is planning a luncheon for new department chairs and their deans. She will reiterate their role and the expectations of that role for our campus. She will let the deans know when the date is confirmed.

IV. Dates to Remember

- A. Meeting with Tami Sayko et al - Tuesday, August 30 - 11:45-2:00 - Alumni Century Room.
- B. Research Recognition Reception - 3:30 - Founders' Room - Tuesday, August 30.
- C. Deans' Retreat - King Ranch Pool House - Friday, September 9
- D. Expert Witness Report Due to Pam - Thursday, September 15.
- E. Deadline for Submitting Publications for Next Issue of *Discovery* - Friday, September 16
- F. Freshman Convocation - Tuesday, September 20, 2:30 p.m.
- G. President's Retreat - Sunday, September 25-Tuesday, September 27.
- H. Promoting Faculty Career Development Through Assessment Audio Conference - 12:00 noon - 1:30 p.m. - October 11 (location to be determined).
- I. Research Proposal Development Workshop - October 14.
- J. Chamber of Commerce Casablanca Casino Night - Saturday, October 29.
- K. Pathways Student Research Symposium - November 4-5.
- L. ACPE Site Visit - November 16-18