

## ACADEMIC DEANS' COUNCIL MEETING

January 10, 2006

**Present:** Kay Clayton, Pam Trant, Ronn Hy, Indra Reddy, Frank Ureno, Robert Diersing, Mike Daniel, Bill Heenan, Dann Brown, Carolyn Green, Gail Dantzker, Dalton Bigbee, Allen Rasmussen (representing Agriculture and Human Sciences)

### I. Announcements/Discussion/New Business

- A. Sandra Rexroat met with the council and distributed the format to be used for TEF/RDF assessment as requested by the President. She will send the form electronically as well. Information deadline to Ms. Rexroat is January 24.
- B. Several reports were given on targeted/aggressive recruitment activities.
  - 1. Laura Knippers reported on the Fall 2005 outreach activities.
  - 2. George Weir reported on activities of the Admissions Office.
  - 3. Dalton Bigbee and George Weir reported that the downloading of the Texas Common Application is now working well.
  - 4. Dann Brown reported on proposed Hoggie Days activities.
  - 5. Frank Ureno distributed information on current and projected enrollments.
- C. George Weir explained how and when final grades appear on a student transcript. The deans requested that final grades be rolled to student transcripts every day.
- D. Gail Dantzker suggested that current students be surveyed when planning a new degree program. This will tell us the number of students who might want to switch from one major to another.

The Strategic Planning Timeline was distributed. There was some discussion regarding the timeline and strategic planning activities. Deans were asked to review materials sent to them by Dr. Dantzker before the Christmas break and to submit comments to her regarding these materials by Tuesday, January 17.

- E. Dr. Clayton reiterated the change in policy regarding reclassifications of staff employees. Reclassifications will no longer be effective immediately, but will take effect the beginning of the next academic year.
- F. Dr. Clayton reviewed with the deans her expectations of them regarding lab safety. The deans need to make sure that recommended corrections to lab safety be implemented in a timely manner and that students are trained in lab safety.
- G. Several handouts were distributed:
  - 1. Lone Star Graduate Diversity Colloquium
  - 2. Small Class Comparisons for Fall 2005
  - 3. Research Funding by College
  - 4. Information regarding the TAMUS Assessment Conference

- H. George Weir will send course equivalencies to the deans in regard to the International Baccalaureate Project.

**II. Dates to Remember**

- A. Deadline for Presidential Travel Support Requests - January 20
- B. College for a Day - January 25
- C. Javelina Highlights - January 28
- D. Departmental IE Reports and Resource Requests Due - February 3
- E. Letters of Continuance for First Year Faculty Due to Provost - **February 20** (Note change from previously stated information.)
- F. TAMUS Assessment Conference - College Station - February 23-25
- G. College and AVP IE Reports and Resource Requests Due - February 24
- H. Transfer Days - LCC - March 8
- I. Dean of College Forwards Promotion and/or Tenure Files and Recommendations to the Provost. - March 13
- J. Deadline for Presidential Travel Support Requests - March 20
- K. Transfer Days - SAC - 10-1 - March 22
- L. Transfer Days - SWTJC - 10-1 - March 29
- M. Lone Star Graduate Diversity Colloquium - Texas A&M-College Station - March 31-April 1.
- N. Transfer Days - CBC-B - 10-1 - April 5
- O. Transfer Days - Del Mar - 10-1 - April 19
- P. Transfer Days - STC 10-1 - April 26
- Q. Post Tenure Review Recommendations and Development Plans due to Provost - May 8
- R. Letters of Continuance for Third+ Year Faculty Due to Provost - **May 8** (Note change from previously submitted information.)
- S. Deadline for Presidential Travel Support Requests - June 2