

ACADEMIC DEANS' COUNCIL MEETING

June 14, 2007

Revised

Present: Kay Clayton, Pam Trant, Mike Daniel, Robert Diersing, Allen Rasmussen, Jamie Laurenz, Dann Brown, Alberto Olivares, Ronn Hy, Kuruvilla John (representing Engineering), Maria Ayala-Schueneman, Manuel Lujan, Jane Stanford, Carolyn Green

I. Announcements/Discussion/New Business

- A. Dr. Clayton asked that 2006 annual evaluations be completed as quickly as possible.
- B. Frank Ureno and Toni Alvarez distributed a proposed rule and procedure for operating camps on our campus. The System auditors have done a safety and security review of our campus, and asked that we develop the proposed rule and procedures. The deans were asked to submit comments to Mr. Ureno by Thursday, June 21.
- C. The recommended revisions of SLO's were discussed with no objections expressed by the council members. (See attached.)
- D. We are in the final stages of working out an agreement with Del Mar College to offer pre-developmental courses on our campus beginning this fall. There is high demand in reading and writing and less in math.
- E. Dr. Ayala-Schueneman asked the Council to help determine the best day for offering New Faculty Orientation in the fall. It was decided that the General Faculty Meeting will be held the morning of Monday, August 20, with college and/or departmental meetings held that afternoon. The New Faculty Orientation will be held the morning of Tuesday, August 21, with additional departmental meetings held that afternoon, if necessary.
- F. A discussion was held regarding student e-mail addresses. The deans were asked to encourage their faculty to use the A&M-K e-mail address when contacting students or to ask their students to link their current e-mail address to the A&M-K address. It is important that the university be able to contact students through e-mail.
- G. Dr. Clayton announced the areas that will undergo System internal audits during FY08 – Enrollment Management - Spring 08; Governance Processes - Summer 08; Advanced Research Program Awards - Fall 07. There will also be an audit of selected retention activities.
- H. Dr. Brown will be working with instructors of 1201 courses for consistency and uniformity in the success components of the course other than academic content.

- I. We will be redirecting four FTEs for academic advisers. One academic adviser each will be directed to Education, Engineering, Arts and Sciences and University College. Advisers need to stress to students the importance of completing their core requirements during the first two years of college. The colleges reported on their activities regarding this matter.

BA - already built into their curriculum
AgNRHS - already built this into their curriculum
ED - the majority of the courses are taken in the first two years
A&S - is moving in this direction
ENGI - Dr. Heenan will report at next meeting.

Students need to continue through sequenced courses until the sequence is complete. It was suggested that advising holds be placed on students with 60 or less hours. Refining the hold process was discussed and will be added to a future agenda.

- J. 2007-2008 Raise Guidelines were distributed. Recommendations are due to Dr. Clayton by July 10. (Attached)
- K. Dr. Clayton has approved a position in Language and Literature with half of the responsibilities of the position directed at Writing Across the Curriculum.

II. Reports

- A. Officials from Louisiana are on campus to visit the Caesar Kleberg Wildlife Research Institute with the hopes of using that model to develop an institute there.
- B. OIR now has the ability to use a business objects database which will allow them to obtain financial information from the A&M data warehouse. This will give us comparative information on System schools.
- C. Negotiations are underway for renewing of the CREST grant.
- D. The Faculty Senate Executive Committee has met and begun setting goals and organizing for the 2007-2008 academic year.
- E. Dr. Stanford recently attended an AACSB accreditation seminar.

She is reviewing and organizing the activities of the College of Business Administration.

- F. Dr. Olivares distributed the listing of prospective masters and doctoral students for August graduation.

He recently attended a meeting of the Graduate Education Advisory Committee in Austin. That committee is defining measures for graduate and doctoral programs. The measures will be implemented this fall.

- G. Mr. Lujan made several announcements.

- 1) An offer has been accepted by an individual for the position of Assistant Director of Admissions.
- 2) A joint enrollment agreement has been signed with Blinn College.
- 3) We are moving forward with OmniWeb, a web management software.
- 4) It was discovered that the “satisfactory progress” component of Banner for graduate students was not developed properly. Students are being notified by the Office of Graduate Studies.

- H. Dr. Laurenz and the General Education Committee are working on pre- and post-data for general education courses. Some faculty are refusing to participate in assessing their courses. Dr. Laurenz is having one-on-one conversations with the faculty, but some are still refusing to participate. Dr. Clayton directed him to send her a list of those faculty not willing to participate when he feels everything has been done that can be done to solicit participation. Participation is not an option. Faculty non-participation will need to be documented in their evaluation. Dr. Ayala-Schueneman will bring this matter to the Executive Committee of the Faculty Senate.

- I. Dr. Hy asked that his office be notified if there are problems with closed classes for the fall. He and his staff are working to make rooms available in order to open sections when needed.

- J. Dr. Daniel reported that the move from Rhode Hall is going well.

- K. Monies have been received to offer \$150 scholarships to students who are taking one or more developmental courses during the summer. A Math Boot Camp is being held August 6-16 to provide skills for students to recharge their math knowledge so that they can advance to MATH 1314.

- L. Dr. Green is working to hire new faculty for the fall. She has completed the searches for three tenure-track faculty.

- M. Dr. Daniel stated that the Task Force for the Undergraduate Program Review is trying to incorporate all program reviews into one document, hoping that several reviews can be made during the same time period, with the same data, into the same report.

Dr. Clayton reported that there are excess computers that are being made available due to the renovation of Rhode Hall. Rather than store them for two years, it was suggested that the computers be transferred to the System Center for their labs. Dr. Clayton will pass this information to Oscar Castillo.