

ACADEMIC DEANS' COUNCIL MEETING

October 11, 2007

Present: Kay Clayton, Pam Trant, Mike Daniel, Kathleen Rees (representing Agriculture, Natural Resources and Human Sciences), Jamie Laurenz, Alberto Olivares, Bill Heenan, Jane Stanford, Dann Brown, Frank Sanchez (representing the System Center), Robert Diersing, Ronn Hy, Tom Fields, Maria Ayala-Schueneman

I. Announcements/Discussion/New Business

A. Enrique Massa gave an update on the activities of the Honors Program.

B. Millie Slaughter stressed the importance of accurate and timely reporting regarding SEVIS requirements for international students. Her office is available to answer any questions faculty, students and/or administrators might have regarding immigration laws and regulations.

C. Dann Brown and Ronn Hy gave an overview of the Texas Higher Education Coordinating Board's P-16 College Readiness Program. Dr. Clayton asked Dr. Ayala-Schueneman if it would be possible for Dr. Brown and Dr. Hy to make a presentation regarding this program to the Faculty Senate. Dr. Ayala-Schueneman said she would make time available for their presentation.

D. Shannon Baker reported on the Student Learning Outcomes, TAMU-K General Education Curriculum. This is actually the culmination of work begun in 1982. The deans were asked to share this information with their department chairs. Dr. Baker will be sharing the information with the department chairs as well, with reinforcement from the deans. These SLOs will be effective with the Fall Semester 2008. Deans, chairs and faculty are encouraged to attend the Faculty Forum on the Student Learning Outcomes - October 16 at 3:00 in the Alumni Room of Honor.

E. Dann Brown presented a Policy Proposal for Timely Completion of Developmental Education Requirements. After review, it was suggested that additional information was needed to consider the proposal. Dr. Brown will gather information from Manuel Lujan, and this item will be returned to a future agenda.

F. Tom Fields reported on required criminal background checks at other institutions around the State. Approximately 80% of private institutions require criminal background checks. We currently have information on our employee applications that asks whether or not an individual has been convicted of a felony. If yes, an explanation is requested. A "yes" answer does not automatically disqualify an individual from employment.

Dr. Fields will bring copies of employment applications to the next meeting. Pam Trant was asked to bring copies of the "Check List for Faculty Searches."

G. Jamie Laurenz distributed guidelines for research development funds. After some discussion, it was decided that Dr. Laurenz will call a meeting of the deans to review and discuss the application and fund distribution process.

H. Norma Flores spoke to the Council about challenges her office has with the course schedule — late submissions, an inordinate amount of changes. Changes can be made before registration is open, but should be kept to a minimum after that.

II. Old Business

A. Position Description for Faculty - The Faculty Handbook Committee is working on a PD for faculty.

III. Reports

A. Frank Sanchez reported that the faculty at the System Center are moving into their new offices on the Gillette campus.

B. Kathleen Rees announced that the Ag Olympics was a success and received great press coverage.

C. Robert Diersing will be having a meeting on October 12 with CIS staff.

D. Ronn Hy announced that programs with extracurricular activities in his college are doing a great job — the Marching Band, Symphony and theatre productions.

E. Bill Heenan reported that the College of Engineering BEST program will be held this weekend (October 13) with 12 teams participating.

F. Maria Ayala-Schueneman gave an update on Faculty Senate activities. She is working to continue faculty involvement with the administration. She plans to send a letter to the faculty highlighting some of the recent activities of the administration that support faculty.

G. Alberto Olivares felt the recent *Report to the Community* by President Juarez was well received. He did indicate that few faculty attended.

H. Dann Brown will be attending a conference on College Academic Support Programs at The Woodlands. The conference will be held on our campus next year.

I. Tom Fields has a new draft of the “Office of the Ombudsman” and is awaiting input from council members.

Dr. Fields expressed his concern with the number of proposals being submitted to

the University Curriculum Committee. That committee has had a heavy workload this year.

IV. Dates/Deadlines to Remember

- A. Faculty Forum on General Education - October 16 - 3:00 - Alumni Room of Honor
- B. Customer Service Workshops - October 24 - am/pm Sessions
- C. Junior Faculty Workshop - November 1-2 - Tarleton State University
- D. Pathways Student Research Symposium - November 2-3 - Tarleton State University
- E. Ribbon Cutting at System Center - November 7
- F. ADC Workshop with Dee Fink - February 28, 2008 - 1:30 pm
- G. Faculty Workshop with Dee Fink - February 29, 2008 - all day