

ACADEMIC DEANS' COUNCIL

MEETING MINUTES

April 14, 2009

Attending: Allen Rasmussen, Pam Trant, Sonny Davis, Robert Diersing, Carol Tipton, Tom Fields, Dann Brown, Bill Kuvlesky, Nancy KingSanders, Duane Gardiner, Marilyn Bartlett, Kuruvilla John, Rick Aukerman, Frank Ureno, Kim Jones

I. Announcements/Discussions/New Business

- A. Director of Admissions, Bill Carter, and Interim Registrar, George Weir, joined the meeting to discuss the tracking of secondary education majors. The Registrar's Office can track by program and the Admissions Office can track by the student's designation at the time of admission. Both the Banner coding and the coding for DegreeWorks needs to be the same. Dr. Rasmussen asked that Dr. Bartlett work with Mr. Carter in order to standardize the codes – minors, emphases, options, etc.

Mr. Weir was asked to send electronically the *Change in Major* form used by the Registrar's Office. It was suggested that advisers could complete the forms for students and submit them to the Registrar's Office. It seems as though students are not following through with submitting the forms to the Registrar's Office.

It was further suggested that the Banner User Group meet in the near future to address some concerns. Dr. Diersing will visit with Lee Moore regarding this request.

- B. Dr. Rasmussen informed the council that President Tallant has some concerns regarding our admissions standards. Mr. Lujan is presently researching information regarding different admissions standards in order to make a recommendation to the President on some options for changing our standards. Mr. Lujan's study should be complete around May 5. The President will meet with the Faculty Senate regarding this matter. He wants to consider raising our standards but at the same time providing access to students. It was suggested that class rank is a better predictor of student success than are test scores.
- C. The proposed Policy for Degree Rule Initiative and Review – 45/90 Rule was approved by all colleges. This policy will require that undergraduate students declare a major before or by the time they have completed 45 semester hours. Rising seniors (on or before the time they have completed 90 semester hours) must complete a degree audit. Dr. Rasmussen will now share it with the President's Council for their information.
- D. Joint enrollment agreements were discussed. We presently have a joint enrollment agreement with Blinn College and Texas State Technical College. The template for the joint enrollment agreement was approved by System legal and can be used when developing agreements with other universities and/or community colleges. It was suggested that a central location be identified on the web to showcase these agreements. Dr. Rasmussen will visit with the President and Mr. Lujan regarding this matter. Dr. Kuvlesky agreed to send electronically a copy of the template for the joint enrollment agreements.

- E. Dr. Diersing shared information regarding the IT audit. The audit is coming to a close with an end of audit meeting occurring soon. The draft audit report is expected by the end of April.
- F. A discussion was held regarding Student Rating of Instruction. Dr. Nancy KingSanders submitted research she had done on the subject. Several of the deans and Dr. Rasmussen attended the Deans' Forum where students strongly indicated they want some administrator to read the comments they provide on the SRIs. Dr. Rasmussen and Dr. Gardiner will visit with the President regarding this matter.
- G. Department chair evaluations were discussed. Dr. Davis, Dr. Bartlett and Dr. Jones visited and developed an evaluation instrument for consideration. Dr. Rasmussen asked that the council review the document for discussion at the next ADC meeting.

II. Dates/Deadlines to Remembers

- A. Lab Equipment Requisitions due – April 30
- B. Recommendations for 3rd-5th Year Probationary Faculty Continuation or Non-Reappointment due to Provost – May 4
- C. Post-Tenure Review Report and Development Plan due to Provost – May 4
- D. Commencement Practice – May 15 – 3:00 pm
- E. Honors Reception – May 16 – 9:00 am
- F. Commencements – May 16 – 11:00 am; 2:30 pm