

**ACADEMIC DEANS' COUNCIL**  
**MEETING MINUTES**  
**August 25, 2009**

**Attending:** Rick Aukerman, Marilyn Barlett, Dann Brown JoElda Castillo-Alaniz, Mauro Castro, Sonny Davis, Robert Diersing, Tom Fields, Norma Flores, Duane Gardiner, Rex Gandy, Mary Garza-Gutierrez, Kim Jones, Nancy KingSanders, Alan Rasmussen, Carol Tipton, Frank Ureno

**Announcements/Discussions/New Business**

A. JoElda Castillo-Alaniz gave an update on the Career Services Director position. The committee has met and will move forward with the search. They will also set a committee to do a search for the Career Planner position. She also shared a handout of the events that will take place this fall. Dr. Rasmussen indicated that the Human Sciences students were willing to help with the Business Etiquette Dinner. JoElda will meet with Kathleen Rees regarding the Human Sciences students.

B. Mary Garza-Gutierrez shared information with the Deans Council about the Bookstore. They have a few major changes that will take place this fall. The first one is they will close the textbook aisle after August 27, and will serve each student from the counter. The bookstore hours will extend store hours starting Wednesday, August 19, as follows: Monday and Tuesday 7:45 a.m. through 7:00 p.m. Wednesday-Friday 7:30 a.m. through 5:00 p.m. and will open on Saturdays, for each home game from 10:00-2:00 p.m.. A full refund will be given to students when text books are returned with a receipt by September 20.

C. Dr. KingSanders shared information regarding Faculty Workload. TAMUK has been audited and cited for current Faculty Workload designation. Dr. Gandy likes the minimum of 9 hours as stated by Texas A&M University. Dr. Castro is afraid faculty will think they have to teach an extra class without overload credit. This was tabled until Dr. Mauro Castro meets with Faculty Senate

D. The 2010 Summer schedule will be changed back to the normal two five week sessions. Individual colleges can implement a ten week session if needed for research.

E. Dr. Gandy has been studying letters of appointment. The consensus of the council was to have all three signatures on the appointment letters, which will include chair, dean, and provost with the exception of the adjunct appointment letters.

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F. The Administrative chair stipends are as follows: 9 month Chair will receive a regular salary plus \$300.00 a month and \$2000 over the summer months divided by 3 for a total of \$666.66. 12 month Chair will receive regular salary plus \$300.00 month and 1/3 of their salary during the summer months.

G. Dr. Gandy informed the council about the Arts and Sciences Deans search. Dr. Rasmussen will be the chair of the committee. Names have been solicited for the committee which will consist of faculty, staff, students and community.

H. Number of hours to graduate with honors was tabled to allow Dr. Mauro Castro to meet with Faculty Senate regarding this issue.

I. Dr. Gandy shared information on Areas of Excellence listed by university with the Texas Higher Education Coordinating Board. Dann Brown suggested information submitted on this needs to go through Public Affairs so the writing can be consistent.

J. Dr. Gandy said that a committee established said that we were to grow 8% in research. He asked for deans input if this is an accurate amount.

K. Annual Evaluation of Faculty should not be signed by the dean unless the Dean has met with the faculty member or the dean agrees with the evaluation.

L. Dr. Gandy received monthly highlights, but would like for everyone to limit to their top five (5) highlights in each unit.

M. Minimum Enrollment for Classes will go back to 10 undergraduate and 5 graduates. A memo will follow this change.

N. Dann Brown shared his concerns regarding Background checks for Student Employees. We need to have a centralized area that can address these issues. The Director of Compliance will be asked to attend a Deans Council meeting to assist with this.

O. Dr. Diersing expressed his concern with the problems they are having once information has been uploaded for BlackBoard. He requested that information be submitted correctly the first time to avoid these problems.

P. Dr. Gardiner would like to know how to proceed for Assessment of General Education Courses. The council agreed to allow random sampling. A committee will be doing the assessment.

Q. Dr. Gardiner was approached about Family Weekend. The deans have been invited to participate October 2-3. They would like to do the Tailgate event on Saturday, October 3.

R. Dr. Gardiner would like to know what would constitute Thresholds for Emergency Closure of TAMUK 10%, 30% or 50% of infected community cases of the Swine Flu.

## **II Reports**

A. Dann Brown announced that there would be three candidates on campus starting September 1, for the Dean position of the Frank H. Dotterweich College of Engineering. An e-mail message with more information is forth coming.

## **III Dates/Deadlines to Remember**

A. Freshman Convocation-1:00 pm, Line-up-12:40, August 27, Steinke Physical Education Center