

**ACADEMIC DEANS' COUNCIL
MEETING MINUTES
September 22, 2009**

Attending: Rex Gandy, Pam Trant, Tom Fields, Rick Aukerman, Nancy KingSanders, Frank Ureno, Duane Gardiner, Kim Jones, Sonny Davis, Bruce Schueneman (representing Jernigan Library), Robert Diersing, Kathleen Rees (representing AgNRHS), Dann Brown

I. Announcements/Discussions/New Business

- A. Manuel Lujan, Vice President for Enrollment Management, distributed a draft of the Certification of Degrees document which defines the responsibilities of the academic colleges, the Office of Research and Graduate Studies and the Registrar's Office with regard to the certification of degrees. Dr. Gandy asked that the deans take this document to their respective units for their review and that this topic be added to the next ADC meeting for approval of this document. Mr. Lujan will forward this document electronically to the ADC membership.

Mr. Lujan expressed his appreciation for the work Dr. Robert Diersing has done with respect to DegreeWorks.

- B. Academic Residence Requirements were discussed. This topic will be added to next week's agenda.
- C. Reinstating students after the 20th class day was discussed. It appears that 26 students were reinstated after the 20th class day for which the university receives no state funding. It was felt that this is a small number, and we should continue with the processes and procedures we currently have in place to address this concern.
- D. The ADC agreed to open their buildings during Homecoming activities between 2:30-4:30 on October 24. Dr. Gandy asked that the colleges monitor the number of guests they have visiting their buildings so that we will have some data in making decisions regarding the opening of buildings during Homecoming in the future.
- E. An Academic Assessment Committee is being developed and nominations of committee members being sought. The deans provided nominations to Dr. Duane Gardiner.
- F. Dr. Gandy expressed his concern regarding the late submission of required forms.
- 1) Request for Reassigned Time forms. In the future, all Request for Reassigned Time forms must be submitted before the first day of class.
 - 2) Request to Offer Low Enrollment Class. The following process was established.
 - a) Between first day of class and second day of class determine which classes do not meet the enrollment minima.
 - b) Before the second day of class submit the request to offer the low enrolled class to the Office of the Provost.
 - c) The Office of the Provost will notify the dean before the third day of class whether or not the low enrolled class is approved or must be canceled.

It was noted that Dr. Gandy does want Request for Low Enrollment Class forms submitted for voluntarily offered organized classes taught by a faculty member in excess of the teaching load requirement and for which the faculty member receives no additional compensation.

- G. As discussed in the past a faculty overload policy needs to be developed for our institution. Dr. Gandy appointed a committee to review the A&M-CC policy to see if it can be adapted to our institution. The committee will be headed by Dr. Kim Jones with additional members – Dr. Allen Rasmussen, Dr. Mauro Castro, and Dr. Nancy KingSanders.
- H. Dr. Gandy gave the council an update on current searches.
 - 1) Dean of Engineering – Last candidate on campus today; should make an appointment in a few weeks.
 - 2) Dean of Arts and Sciences – Committee has been formed with Dr. Rasmussen serving as chair. Their first meeting is scheduled for September 28.
 - 3) Dean of Education – Dr. Gardiner is serving as Acting Dean with a current search for an Interim Dean. A national search for Dean will begin in the spring.
 - 4) AVP for Academic Affairs – An internal search is in place to fill this position.
 - 5) AVP for Research and Graduate Studies – Dr. Fred Bryant is serving as chair of this committee. The committee will be formed in the very near future.
 - 6) Director of Continuing Education and International Programs – have extended the search.
 - 7) Director of Planning and Assessment – Committee is reviewing applications.
 - 8) Chief Information Officer – Mr. Lujan is serving as chair with the committee named in the near future.
- I. Regarding academic master planning and facilities, Dr. Gandy asked the deans to develop a “hopes and dreams” list for academic buildings. This should include near and future facility needs. Justification for the facilities should include the need for the buildings and the required square footage. This list is due to Dr. Gandy by November 1.
- J. Justification for low enrolled programs and changes to the current Table of Programs are due to the Provost by December 1.
- K. Dr. Sonny Davis presented a proposal to change the number of hours required for receiving honors at A&M-Kingsville from 60 hours to 45 hours. The membership of the Academic Deans Council agreed that Dr. Gandy should talk to Dr. Castro, President of the Faculty Senate, and the President’s Council regarding this proposal.
- L. Dr. Gardiner distributed the draft copy of the report to the Texas Higher Education Coordinating Board regarding the 2009 Pilot Summer Schedule. Summary was that the condensed schedule did not assist students as predicted. All members agreed the university should return to the prior 5-week schedule.

- M. Dr. Gardiner reported that it is felt only information where data can be measured should be in the Academic Plan. The Plan will be reviewed with this suggestion in mind.
- N. Dr. Dann Brown announced the receipt of a Promoting Post-Baccalaureate Opportunities for Hispanic Americans (US Department of Education, Title V Developing Hispanic Serving Institutions Part B) grant for \$572,582. Congratulations were offered by all.
- O. Dr. Gandy reported that the university has established a milestone in receipt of external funding. With the year ending September 30, 2009 – external funding is in excess of \$20,000,000. This is up from \$13,000,000 last year. All expressed appreciation for the work done by Sandra Garcia and the Office of Research and Sponsored Programs.

II. Reports

- A. Dr. Diersing reported on several IT related issues.
 - 1) All deans should begin collecting faculty vita and syllabi electronically so that when it is decided this information should be on-line, it will be available.
 - 2) A computer replacement has been developed and was distributed. The deans were asked to review and send any corrections to Dr. Diersing. Approximately \$1,000,000 has been designated for computer replacement. This fall, \$800,000 will be spent for computer replacement.
 - 3) Recent issues with Blackboard are being addressed with “behind-the-scene” adjustments.
 - 4) A team is presently on campus to address issues with Bradford.

III. Dates to Remember

- A. Deadline for Presidential Travel Support Requests – September 30
- B. September Highlights Due to Provost – 2:00 pm -- October 1
- C. October Highlights Due to Provost – 2:00 pm – November 2
- D. IEP Departments Due to Dean and CAP; Support Service Units Due to AVP and CAP – November 5
- E. Deadline for Presidential Travel Support Request – November 6
- F. TAMUS Pathways Student Research Symposium – TAMIU – November 13-14
- G. TAMUS Junior Faculty Workshop – TAMIU – November 14
- H. Summer/Fall Schedules Due to Provost’s Office – December 1
- I. November Highlights Due to Provost – 2:00 pm – December 1
- J. Justification for Low Enrolled Programs Due to Provost – December 1
- K. Commencement Practice – 9:45 – December 18
- L. Honors Reception – 2:00 – December 18
- M. Commencement – 4:00 – December 18
- N. Commencement – 7:00 – December 18