

ACADEMIC DEANS' COUNCIL MEETING

June 23, 2004

Attending: Kay Clayton, Dalton Bigbee, Ron Rosati, Ronn Hy, Robert Diersing, Indra Reddy, Pam Trant, Raj Chaloo, Gail Dantzker, Mike Daniel, Enrique Massa (representing Graduate Studies), Bill Heenan, Gladys Hines, Garry Ross

I. Announcements/Discussion/New Business

- A. Gettie Moreno met with the Council to discuss travel regulations with regard to prospective faculty. Transportation costs can only be paid using a state credit card or the university credit card. Ms. Moreno will distribute an updated summary of travel policies to the Council. Additional information provided:
1. The 2003-2004 budget will split personnel and operating budgets into two accounts. Operating budget account numbers will begin with a "2."
 2. Beginning in September, form 500s will be processed on-line.
 3. Ms. Moreno and Ralph Stephens will conduct a training workshop for chairs. Dr. Clayton asked the deans to attend — and she indicated she will attend as well.
- B. Stuart Isdale, Director of Human Resources, met with the Council and distributed information regarding advertising for part-time faculty positions.
- C. Dr. Clayton reviewed the revised Travel Regulations reminding the Council that when an individual travels to Washington, D.C., the required form must be submitted 7 days in advance. Additionally, regarding international travel, requests must be submitted to the President at least 30 days in advance. If using state appropriated funds, the request will have to go to the Board of Regents which may take an additional week to process. Those requests should be submitted approximately 45 days in advance. (NOTE: The 45 days is an internal request because System Policy requires the Chair of the BOR to have the request at least 30 days in advance of the trip.)
- D. Draft "Procedures for Hiring New Faculty" was distributed. Deans were asked to review the document and submit suggested changes to Pam. This item will be returned to the next meeting's agenda.

- E. Dr. Enrique Massa, representing Graduate Studies, reviewed the Graduate Program Review process with the Council along with a report of the programs which were reviewed in 2003-04 and the assessment report for those reviewed in 2002-03. All reports can be found on the web. They are distributed directly to the affected chairs and deans. These reviews began in 1985. An outcomes assessment report is submitted the year after a program is reviewed. In the case of a program on probation, a yearly report is submitted until the program is put on "approved for continuation" status.

Dr. Clayton asked Dr. Massa to work with Dr. Ali Pilehvari to review and revise the Undergraduate Program Review process to include the one-year outcomes assessment report for programs receiving recommendations for the review conducted the previous year.

Dr. Massa informed the Council that the deadline for doctoral assistantships and fellowships is July 1.

- F. The policy regarding External Consultants was reviewed. Members were asked to work with Ralph Stephens regarding specific procedures before hiring an external consultant.
- G. Information was distributed regarding the Mexican American Legislation Leadership Fund. Deans were asked to encourage qualified students to apply. The deadline for applications is October 15.
- H. Dr. Clayton reminded the Council of the importance of the QEP. Deans were encouraged to assist with this activity because it is central to our re-accreditation.

II. Old Business

- A. The topic of honors at the System Center was discussed. It was reaffirmed that the System Center students will be treated as those on the Kingsville campus in regard to qualifying for honors at the time of graduation.

III. Reports

- A. Dr. Bigbee spoke briefly regarding the importance of participating in the University of Delaware survey. Surveys are due to him by June 30.

- B. Gladys Hines reported that the Learning Assistance Center, located in Library 217, is showing great success. Ms. Hines will send the deans the hours of operation for the Center, as well as listing of courses for which tutors have been hired. Dr. Clayton asked that the Director of the Learning Assistance Center, Paula Wallace, be invited to the next ADC meeting.

Dr. Hy indicated there might be problems regarding space utilization in the future at the Learning Assistance Center. Dr. Clayton asked that Dr. Hy, Ms. Hines, Ms. Wallace, Dr. Bigbee, Dr. Thomas and Dr. Ortego visit regarding this concern and submit a proposal to resolve any space concerns.

- C. Dr. Dantzker announced that Dr. Duane Gardiner will be working with her for the next two years in an interim capacity. He will be located in the Office of Institutional Planning and Assessment beginning Summer Session II.
- D. The response to SACS regarding the System Center site visit is due July 20.

Dr. Clayton distributed two recent newspaper articles regarding the funding of the Pharmacy School.

IV. Dates and Deadlines

- A. University of Delaware survey due to Dr. Bigbee - June 30
B. Meeting with Tami Sayko and Washington Representatives - 3:00 p.m. - Founders' Room - June 30
C. Deadline for Doctoral Assistantships and Fellowships - July 1
D. Workshop with Verna Dewees and Mary Sherwood - July 28
E. Commencement Practice - 9:45 a.m. - August 6
F. Honors Reception - 2:00 p.m. - August 6
G. Commencement - 4:00 p.m. - August 6
H. Senior Days - September 14-16
I. Freshman Convocation - 2:00 p.m.; Practice - 10:00 a.m. - September 15
J. Deadline for Applications to the Mexican American Legislation Leadership Fund - October 15.
K. TAMUS Pathways Research Symposium - A&M-Corpus Christi - October 15-16
L. Javelina Highlights - January 29, 2005
M. Javelina Highlights - April 16, 2005.