

ACADEMIC DEANS' COUNCIL MEETING

July 26, 2004

Attending: Kay Clayton, Dalton Bigbee, Ron Rosati, Ronn Hy, Pam Trant, Raj Chaloo, Gail Dantzker, Mike Daniel, Alberto Olivares, Bill Heenan, Gladys Hines, Garry Ross, Indra Reddy, Robert Diersing, Frank Ureno.

I. Announcements/Discussion/New Business

- A. Carolyn Dickson, University Bookstore Manager, distributed information regarding classes with no book orders for the fall semester. Deans and faculty are invited to an Open House at the Bookstore August 19 from 9-11 a.m. Faculty are also encourage to visit the Bookstore and review the books that have been ordered for their classes.
- B. Dr. Clayton reminded the Council that it is inappropriate to invite dignitaries to campus without coordinating the visit with the President's Office.
- C. Dr. Clayton will be sending two deans, a faculty member recommended by the Faculty Senate, a department chair recommended by the Council of Chairs and Dr. Gail Dantzker to the Developing a Comprehensive Faculty Evaluation System Conference October 11-13. The registration fee will be paid for by the Provost's Office.
- D. A campus-wide research publication will be developed this fall for distribution in early spring. The publication will be given to donors, legislators, President's Circle members, etc. Plans are for this type of publication every other year.
- E. Dr. Clayton reminded the deans to assign mentors to new faculty.
- F. Certification of credentials for international faculty need to be processed through AACRO. This information will be given to new international faculty so their credentials can be certified before an appointment letter is issued.
- G. The deans were reminded to submit the annual faculty evaluations to the Provost Office for inclusion in the faculty files.
- H. Dr. Olivares reminded the Council that graduate scholarships and doctoral assistantships are to be used as a recruitment tool. Fifty graduate scholarships will be given this fall along with 19 doctoral assistantships. In Fall 2005, 50 graduate scholarships and 22 doctoral assistantships will be available. These scholarships/assistantships are to be used for new graduate students.

- I. Mr. Ureno spoke regarding the 45-Hour Rule. The university will not be reimbursed for student taking more than 45 hours above their baccalaureate degree. He will find out what exemptions might apply and report back to the Council before a recommendation is made regarding additional tuition.
- J. Pam Trant distributed a draft *Promotion Activity Schedule* and *Continuation/Tenure Review Schedule* for review. A decision regarding final approval of the schedules will occur at the next meeting.

II. Old Business

- A. Draft Procedures for Hiring New Faculty were distributed and reviewed. Pam Trant will send electronic copies to the Council for their review and recommendations. Plans are to finalize the procedures at the next meeting.

III. Reports

- A. Dr. Challoo reported the New Faculty Orientation will be held August 16 and 18. It was recommended that HR go to the System Center and provide the needed orientation there instead of the six new faculty having to stay in Kingsville for three days.
- B. Mr. Ureno distributed revised enrollment reports. The Council appreciated the work done to provide the information in the new format.
- C. Dr. Olivares asked that the deans remind their faculty and students of the September 15 deadline for the TAMUS Pathways Research Symposium.
- D. Dr. Dantzker told the Council that she would be sending them an e-mail requesting information they would like to have included in the university's Fact Book.
- E. Dr. Hy reported:
 - 1. He will be attending the American Democracy Project conference in Albuquerque.
 - 2. An update to the RIMI grant has been submitted.
 - 3. Renovation work is being done on the old engineering building.
 - 4. The Arts and Sciences chairs will be on a retreat August 16.
- F. The Ph.D. in Wildlife Science has been approved by the Board of Regents. The Center for Young Children will be renamed after President Marc Cisneros.

- G. Dr. Reddy attended the annual ACPE meeting in Salt Lake City. The School of Pharmacy has been approved for *Affiliate* status. The first distinguished visiting professor has been appointed effective July 1. With his appointment came donated equipment and funding.
- H. Dr. Bigbee reported that the System Center report has been submitted to SACS. Copies of the report are available upon request. The campus report is due to SACS in six weeks.

Dr. Clayton reminded the Council of the workshop on proposal development July 28 given by Verna Dewees and Mary Sherwood.

IV. Dates and Deadlines

- A. University Goals/Core Values Advance - July 27 - 9:00 - King Ranch Pool House
- B. Workshop with Verna Dewees and Mary Sherwood - July 28 - 9:00 a.m. - SUB 219A
- C. July 30, 10:00 am - MOA Signing Ceremony with Coastal Bend College, Founders' Room
- D. Commencement Practice - 9:45 a.m. - August 6
- E. Honors Reception - 2:00 p.m. - August 6
- F. Commencement - 4:00 p.m. - August 6
- G. General Faculty Meeting - August 17
- H. Bookstore Open House - August 19 - 9:00 - 11:00 a.m.
- I. Matriculation Ceremony for New Students - August 19 - 3:00 p.m. - Jones Auditorium
- J. 2004 United States-Mexico Training Internships, Exchanges and Scholarship Partnership Initiative deadline - August 27
- K. Expert Witness Information deadline - September 15
- L. Freshman Convocation - 2:30 p.m.; Practice - 10:00 a.m. - September 15
- M. Senior Days - September 21-23
- N. Deadline for Applications to the Mexican American Legislation Leadership Fund - October 15
- O. TAMUS Pathways Research Symposium - A&M-Corpus Christi - October 15-16
- P. Javelina Highlights - January 29, 2005
- Q. Javelina Highlights - April 16, 2005.