

ACADEMIC DEANS' COUNCIL MEETING

August 12, 2004

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

I. Announcements/Discussion/New Business

- A. Ralph Stephens spoke to the council regarding the new FedEx Kinko's copy center. Two to three authorization cards should be issued to each department. The center will be open 10 a.m.-7 p.m. (closed from 2-3 p.m.)
- B. Roel Villarreal and Felipe Leal spoke regarding "Earned F" vs "Unearned F" with regard to financial aid. It was decided that if a student earned a grade of "F," the faculty member would place that grade by the student's name when grading in Web for Faculty. If a student was dropped from a course for nonattendance and given an unearned "F," the grade of "H" would be placed by the student's name when grading in Web for Faculty. The grade of "H" is only for financial aid tracking and will appear as a grade of "F" on a student's record.
- C. Maggie Williams asked the deans to review the current undergraduate catalog and make sure that the degree plans in the catalog are correct. If they are not correct, an approved correction should be sent to her by September 15. These degree plans will be used for on-line degree audit in the Banner system. Concentrations, as well as majors, will need to be defined and submitted to Maggie.
- D. Dr. Clayton reminded the council that position descriptions for every position should be reviewed every time an individual is evaluated. If changes have occurred during the year, the position description needs to be updated. If changes are significant, a department would need to request a reevaluation of the position.
- E. The *Grants Resource Center AASCU Handbook* is available in the Provost's Office for review.
- F. Dr. Clayton informed the council that we need to be more aggressive with filling faculty positions. The search process needs to start earlier and be completed sooner.
- G. Dr. Bigbee distributed a draft of the Undergraduate Curriculum Committee process. After review, this document will be placed on the web for SACS review. The SACS report will be mailed by September 10.
- H. Governor Perry will be on campus in the Student Union Building at 3:30 on August 17 to make an announcement regarding the College of Pharmacy. All are invited to attend.

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- I. Tenure/Promotion schedules for 2004-2005 are being developed according to new guidelines and will be distributed in September.
- J. Federal Initiatives are due electronically to Dr. Bigbee by September 15. There is a maximum of 3 pages allowed per initiative. President Juarez will prioritize the initiatives before submitting them to the System.
- K. Faculty attendance at commencement was discussed. Those individuals teaching during the summer and/or those with 12-month appointments need to attend the summer commencement ceremony.
- L. A research publication is being developed. Information will soon be requested regarding a bibliography of faculty refereed publications with publication dates of 2003 and 2004.
- M. Deans were asked to review syllabi for student learner outcomes and assessment.

II. Old Business

- A. A updated draft of the Procedures for Hiring New Faculty was distributed. A question was asked about a procedure for hiring part-time and/or temporary faculty. This will be discussed in the future.
- B. An updated statement for faculty ads with regard to transcripts was distributed.

III. Reports

- A. Dr. Chaloo announced the New Faculty Orientation will be held Monday, August 16 and Wednesday, August 18. Deans were reminded to assign mentors to new faculty.
- B. Mr. Ureno reported that an agreement with San Antonio College regarding engineering courses will be signed in the near future.
- C. Dr. Olivares asked the deans to remind their faculty and students of the September 15 deadline for the TAMUS Pathways Research Symposium. We are expecting great student participation.

- D. Dr. Diersing asked if OIR could provide a report showing first-time freshmen retention last fall versus this fall. Dr. Dantzker said they would work on this type of report for next year, but it would not be possible this year with their current workload.
- E. Dr. Rosati reported that one of AGHS' federal initiatives looks good for funding at about \$75,000. The initiative focused on the Center for Young Children.

IV. Dates and Deadlines

- A. General Faculty Meeting - August 17
- B. Bookstore Open House - August 19 - 9:00 - 11:00 a.m.
- C. Matriculation Ceremony for New Students - August 19 - 3:00 p.m. - Jones Auditorium
- D. 2004 United States-Mexico Training Internships, Exchanges and Scholarship Partnership Initiative deadline - August 27
- E. Expert Witness Information deadline - September 15
- F. Freshman Convocation - 2:30 p.m.; Practice - 10:00 a.m. - September 15
- G. Senior Days - September 21-23
- H. Deadline for Applications to the Mexican American Legislation Leadership Fund - October 15
- I. TAMUS Pathways Research Symposium - A&M-Corpus Christi - October 15-16
- J. Javelina Highlights - January 29, 2005
- K. Javelina Highlights - April 16, 2005.