Academic Affairs Council
April 8, 2020 - 9:30 a.m.
Zoom Meeting ID: 869 801 758 ~ Password: 694789

1. **Policies**   Hans Williams
   Records Management (2.9)

   Will Honea summarized the minor changes made to this policy, the president
   has final approval on this policy, it was approved by all deans and will be
   forwarded to Dr. Gordon for final approval.

2. **Deadline for out-of-district lower division courses**   Joe Shannon
   Joe Shannon announced the deadline for out-of-district lower division courses is
   April 10, 2020. The next HERC is scheduled in May, hosted by Lamar University,
   via Zoom.

3. **CCR**   John Calahan
   John Calahan gave an update on CCR, we have several people actively working on
   these People actively working on these, reviewing sections daily. They should be
   ready to send three more sections for final editing this week. The assessment
   component will have to wait until the end of the assessment cycle in June. There
   will continue to be requests for information from deans, directors, associate
   deans etc. Several policies were changed today to reflect our procedures and will
   go to policy committee in April.

   Karyn Hall stated that any reorganization will need to be reflected in the faculty
   section . This is one of the most significant sections that would need attention, if
   changes are made between now and our compliance submission.

   John Calahan said their office are happy to assist with modification of assessment
   methods during the current situation.

   Snapshot Report Tool
   John Calahan gave an update on the Ad Astra snapshot tool, which may replace
   the LANCAT site (www.app.adastra.live)
   The department chairs will need to be updated on this and he will provide
   information at charis Forum and can arrange a training session for all chairs via
   Zoom.

4. **Summer Update**   Erma Brecht
   An update on summer email was sent yesterday, about where we are on summer
   enrollment. An email will go out in the next day or so to all students currently
   enrolled this summer, promoting summer offerings.
   A message will also be sent to faculty and staff concerning two options
   1. Encouraging faculty and staff that have college-age students at home right

now, to enroll at SFA, using the employee tuition.

2. Faculty and staff take a course for themselves this summer, using employee tuition.

Dr Guidry's team are also reaching out regarding summer.

A number of chairs had asked if we could incentivize summer in some way? Some institutions are looking at waiving the DE fee across the board – are we considering that?

Dr. Guidry said that traditionally we have not allowed any small classes in May-mester, but now that we can prorate a summer course, can we do the same for May-mester? It was agreed that if a faculty member was willing to teach for a pro-rated amount, we could accept an under-enrolled class for summer and May-mester.

Dr. Beverly asked about removing the application fee for faculty and staff, and families? Erma said she would follow up on that, because the application fee is part of their budget and pays for staff salaries.

The distance education fee was not charged to anyone taking online classes due to Covid19. However, that may change for summer, as that fee will be applied to all online classes. Dr. Bullard said we are reviewing the D.E. fee overall, a committee chaired by Anthony Espinoza has met and a recommendation will be made at the April board meeting.

If we are going to delete any course fees for summer, we need to know by May 1, so they can be deleted before summer bills go out.

We need to do everything we can to reduce cost and attract students for summer.

There will be some emergency funds/financial aid provided too.

Dr. Guidry suggested changing the name of the D.E. fee, if we are going to reduce and charge to all students to pay for learning management system.

Dr. Beverly said she is hearing students saying they will take courses at community colleges, because they can take two for the price of one at SFA.

Dr. Tareilo asked if there was any kind of campaign for dual credit students taking summer courses, Erma said they have been contacted, Courtney Branton is in discussion with them daily. The biggest question for dual credit is TSI

Graduate School sent out a text Monday to all graduate students who had not applied for May graduation, to continue their enrollment.

Richards Carlsberg will be launching a campaign on social media for graduate

online.

Customer Relations Management System (CRM) is getting underway, a number of targeted communications have been sent.

The "apply Texas" site opens for 2021 on July 1.

Showcase and Orientation Overlap Projects
Erma said as we are moving forward with a virtual showcase for each respective college, we are also working on orientation and ensuring we provide a full experience for students. There will be a message from dean, program overall, still working on how this will all be packaged. We want to accomplish some of the same things for virtual showcase, so possibly use some of the material in both places, to maximize our time.

Face-to-Face orientation will be week of August 16, 2020. Probably see some overlap in some of those experiences.

Transfer Students with P/F grades
Transfer students where the community college are allowing P/F - how are we going to accept them.? Dr. Wurtz asked is there a university position? He said some programs require a C minimum. Will discuss tomorrow with chairs.
Dr. Guidry said we are going to have to be flexible. Need to talk about that with chairs. Students are looking for flexibility, compassion, and caring Erma stressed that if we are not flexible, we may see the affect for many more semesters.

5. **Discipline Accreditation Review**   Karyn Hall
    Karyn said the deans received an email about final step on discipline accreditation review, asked if deans had any questions about this.

6. **Fall advising**   Marc Guidry
    Dr. Guidry that some academic departments are lifting advising holds and asking students to register without advising. He wants to ensure that if you do so, you reach out to students another way to advise. It is essential we keep reaching out to students. There is now a hotline sept up by Faculty Senate, we have seen many messages where students say they cannot get advised. Parents and students are looking for care, concern, and compassion, so advising is not optional. We have to reach out to students.

    Curriculum proposals
    Curriculum proposals will be reviewed and approved at the April board meeting, They were all approved by the deans.

    Experimental Major Maps
    Dr. Guidry met with Jamie Bouldin and Donna Parish from Marketing, moving forward with the experimental major maps. This is mapping by year 1 – 4, the co-curricular experience - what students should be doing

Jamie and Donna developing an electronic form to gather information needed to create experimental major map for all programs. These will not be created for print, electronic only. Current students are the primary audience.

Orientation advising
Dr. Guidry has met with Dr. Peck, Erma Brech and Rhylie Gachot regarding fall advising and registration for freshmen. We want advising to be completed for them by July 1. Believe the longer we let them drift, the less likely they will to come back to SFA in fall.

Since students often don't respond to emails, perhaps we should text. Trying to change the whole JackText so that instead of students having to opt in, they will have to opt out. We must start June 1 be done by July 1.

Course Fee Refunds for Spring 2020   Steve Bullard
This issue was raised at cabinet meeting yesterday, no plan to return course fees for this semester.

Some chairs asked about course fees for specific things like travel, students are not going to be able to take. Dr. Beverly said she assumed students will be refunded as they are not going to be able to participate. Alisha has summary information of what is being charged and where, and will send to the deans.

April Board Meeting overview
The meeting will begin on Friday 17th with executive session, actual meeting will be Saturday 18th at 9am via Zoom.

7. **Any Other Business**
As we proceed with putting more things online, need to continue with online and remote course development. One thing we want as we develop more is to create a better experience for students, intent will continue in future.

Dr. Tareilo gave an update on articulation agreements with community colleges, we have approximately 60 and have sent emails with attachments, letter of intent etc.

Pauline Sampson said the virtual Graduate Research Conference was a great success.

8. **Date of Next Meeting**
Wednesday, April 15 at 9:30 a.m. (via Zoom)

   DEANS ONLY
9. **Student engagement funds distributed to colleges**   Judy Abbott
   based on headcount

Dr. Abbott asked about the student engagement fund distributed to colleges in the fall, these are often used for student travel to conferences and competitions, how will this allocation be determined. If it is on a simple headcount it would be unfair, for instance College of Liberal and Applied Arts have all dual credit students and undecided counted in their numbers.

Dr. Bullard asked Dr. Abbott to draft a recommendation and get all the deans approval and we will try to have this approved by University Affairs.

Alisha will get annual budget requests to deans today, deadline is Monday 13th . Deans should give Covid19 expenditures and keep track of those. We were already struggling in terms of budget before Covid19 and now things are much worse.

All position replacements are being reviewed very carefully, you have to provide an ironclad case, every option is being reviewed, visiting, non-tenure track, adjunct.

Deans met last week and looked at faculty workload policy, look at each individual college, looking at department, college university.

Attendees:
Janet Tareilo
Sharon Brewer
Joe Shannon
Karyn Hall
Judy Abbott
Marc Guidry
Steve Bullard
Buddy Himes
Heather Catton
Tim Bisping
Pauline Sampson
Kim Childs
Raquel Skidmore
Anthony Espinoza
Mike Tkacik
Jonathan Helmke
Megan Weatherly
Lesa Beverly
Erma Brecht
Brian Murphy
John Calahan
Rachele Garrett
ME WcWilliams
Will Honea
Alisha Collins
Gary Wurtz