

## Academic Affairs Council

April 22, 2009

Richard Berry	Mary Nelle Brunson
Violet Rogers	John Jacobson
Brian Murphy	Buddy Himes
Mike Fountain	Tony Duben
Monique Cossich	Paul Davis
Valerie Harrel	Randy McDonald
Carrie Brown	James Standley
Shirley Dickerson	Larry King

1. University Records Management Shirley Dickerson/Linda Reynolds

Linda Reynolds is the Director of the East Texas Research Center, she distributed a draft memo and retention schedule that will be sent out across campus very soon. Ms. Reynolds stressed that when destroying documents as per the schedule, a records disposition log must be completed and sent to the ETRC.

2. Policy E-13A Brian Murphy

Duties and Responsibilities of Offices Reporting to the Provost and Vice President for Academic Affairs (E-13A) has been reviewed by the policy committee. Dr. Jacobson moved to approve the policy, Dr. Rogers seconded the motion and all were in approval. It will be submitted to the Board in July.

Institutional Effectiveness Larry King

Dr. King announced that ongoing training for TracDat is taking place and Karyn Hall is compiling a list of those who have attended, this will be sent to the deans.

Dr. King has met with all the colleges and academic departments, any questions should be directed to him, Karyn Hall or Nicole Nelson .

Dr. Jacobson reported that a program coordinator in his college had transferred some information into TracDat and found it very user friendly.

Dr. King emphasized that the university's assessment efforts should be focused on collecting actionable assessment results that allow us to continuously improve the services we provide our students and community.

3. Graduate Studies James Standley

Dr. Standley was named Dean of Graduate Studies at the board meeting,

effective 4/22/09. He will meet with staff today and immediately begin work on graduate assistant funding for summer and the graduate catalogue. It is his intention to have an on-line version published.

The deans asked about recruiting students and Dr. Jacobson suggested using professional recruiters like Lamar University. Dr. Standley asked the deans to look at the admission process and records and this will be discussed further at the next meeting.

Post baccalaureate degrees will also be discussed in detail at the next meeting.

#### 4. Travel Reimbursement

Dr. Berry asked if there were delays in travel reimbursement. There was an overwhelming response that it takes three to four weeks to be reimbursed and sometimes as long as eight weeks. There was concern that if there is an error or question, the travel office do not contact anyone, the error is only found when the traveler follows up on their request. It was felt that if the travel office called and explained the problem it would speed up the process and prevent these in future.

It was also mentioned that travelers never receive the amount requested and that no explanation is given. An explanation would help travelers not to make errors in future.

Many people are having problems with lost travel vouchers, when they call the travel office to follow up on their payment, the form is "lost".

When asked if the on-line travel requests have helped the situation, everyone agreed it had not.

Dr. Berry will discuss this issue with Danny Gallant and Dora Fuselier and report back to the committee.

#### 5. Board Review

Dr. Berry gave an overview of the Board of Regents meeting.

- Eight faculty members were recognized for being promoted to professor.
- Dr. Tom Segady was recognized as this year's Regent Professor.
- The Department of Sociology's name was changed to Social and Cultural Analysis.
- New apartments and a parking garage were approved.
- Tuition and fee increase was approved.
- Policies were approved.

## 6. Other Business

- The revised faculty workload policy was approved at the board meeting, Dr. Berry stated that any reassignment of teaching load must have a written explanation. This should be sent to the chair, dean, and then Provost before the semester begins.
- Bob Garrett suggested having a portrait of the current Regent Professor in a prominent place for the year they are recipient.
- Karyn Hall compiled a report on grade distribution and grade inflation, this will be sent to the deans.
- Randy McDonald reported that 30 new certified on-line instructors will graduate this year, the ceremony is May 6.
- Dr. Fountain announced that the College of Forestry and Agriculture have signed an agreement with the Nanjing Forestry University in China, this will be an excellent opportunity for faculty research.

## 7. Date of Next Meeting

Wednesday May 13, 2009 at 9:00 a.m. – Deans' Council.