

Academic Affairs Council
June 26, 2019

1. **Duo - Two Factor Authentication Solution** Anthony Espinoza/Brian Stringfield
The new Duo app, which requires two authentication factors will go live on October 1, 2019 for faculty and staff, the plan is for students to begin using this spring 2020. You will be required to enter two forms of identification and your computer will remember this for nine hours, therefore only requiring once a day. This is in response to recent security threats and also as part of a State requirement. We will also be converting to Carbon Black antivirus software, in place of Symantic.

We currently use Red Dot to manage our website, but this is unsupported and therefore a new software is being introduced. Some colleges already have this, there is concern about the time it takes time for information to be updated in the new system and that some information required for faculty and students is not available. Dr. Bullard asked deans and directors to share their concerns with Jason Johnstone and the marketing staff.

2. **New Dual Credit Adjunct Faculty Onboarding** Buddy Himes
Dr. Himes provided feedback from Fine Arts faculty on the onboarding for dual credit adjuncts (High Schools) and a suggestion to add to provost office and not the individual chairs. Dr. Guidry explained the document in question was simply a draft and has now been updated. He advised that most of the requirements will be modules in People Admin system in HR or CTL, an updated version of the list will be sent to deans.

3. **Fall 2019 Enrollment Update** Erma Brecht
As at end of last week overall enrollment trending about 2.4% down. It is mid-point of summer, still lots of time to reach out to current students and encourage them to enroll.

New undergraduates are up by 123, graduate students are slightly down. The deans and directors were asked to remind students to register for fall.

Dr. Bullard requested feedback on the new orientation sessions, there was some concern that now they have too much time on advising part, deans feel we are losing connection with students. Dr. Bullard asked if there would be a post orientation meeting. One critical thing is students trying to get into core courses.

Shauna Attaway sends out snapshot report each week, on all courses, those underutilized and overloaded. Every dean, Associate Dean and Department Head receive these reports – Dr. Bullard asked that these be reviewed. We must work together to remove difficulties to expand and offer core classes, it is not just about headcount but about semester credit hour production. We also receive a list of closed sections each week; this information is also available in Platinum Analytics, Shauna advised she would be happy to give demonstration on these to anyone interested.

Lynda Langham explained how wait list works, students get notified when a course comes up. Wait list does not work for new students coming in, they do not know the process. Dr. Bullard said we need to know what the obstacles are so we can help remove them. Dr. Murphy said we have trouble finding adjuncts in certain areas, he uses HigherEd.com to resource needed adjuncts.

4. **Undergraduate Academic Program Reviews**

Marc Guidry

Dr. Guidry advised that the Coordinating Board only require us to complete graduate program reviews, not undergraduate however, they still need to be reviewed. He asked for details of when each college/department want to have their undergraduate review.

5. **Senate Bill 25**

Marc Guidry

Dr. Guidry said we should keep this on the radar, it was signed into law in March, Lynda Langham said she will we be able to identify core curriculum . The next meeting of the Texas Chief Academic Officers is July 24, 2019, Rex Peebles with be attending.

6. **Faculty Credentialing Update**

Karyn Hall

Karyn gave an update on this process, spent this month working with many department chairs and deans. It is essential she is updated on what faculty are teaching.

7. **Faculty Activity Reporting/Electronic Collection**

Karyn Hall

Four colleges are yet to move over to the new content, the other two will be before July 15, 2019. Karyn said everyone was extremely receptive, staff, deans and chairs have been very helpful.

We are trying to streamline the process to prevent us from having to ask faculty members for more information.

8. **Holiday Schedule 2019-2020**

The holiday schedule for 2019/2020 will be approved by the Board at the July meeting.

9. **Any Other Business**

Lynda Langham reported that due to construction work on the coliseum there may be three commencement ceremonies in December. Perhaps on Friday evening and two on Saturday. Further details will be forthcoming.

Dr. Bullard asked the deans what they were told about HEF contingency; they confirmed the same as last year, that if something is needed they should contact the budget office.

At the recent budget meeting, Dr. Westbrook mentioned graduate assistants; it has been many years since they have received an increase in pay. A committee will be formed to review this ready for next year's budget, headed up by Pauline Sampson, Dr. Bullard asked Dr. Williams if he would also serve on the committee, a department head will also be needed.

The July board meeting will be held on 21, 22, 23 July, the Provost and President of Lamar Orange will be invited to attend.

The College of Sciences and Mathematics received grants totaling \$1.8 million to launch a UTeach replication site, SFA JacksTeach, a high profile STEM secondary teacher preparation program. We currently have 22 students signed up and expect more before the opening of the fall

10. Date of Next Meeting:

July 31, 2019

Attendees:

Cleo Whatley (Ed Leadership Doctoral Program)

Stacy Hendricks

Buddy Himes

Lesa Beverly

Marc Guidry

Kim Childs

Brian Murphy

Hans Williams

Pauline Sampson

Jonathan Helmke

Tim Bisping

Heather Catton

Mike Tkacik

Megan Weatherly

Jeremy Stovall

Valerie Harrell

Erma Brecht

Joe Shannon

Alisha Collins

Karyn Hall

Brian Stringfield

Anthony Espinoza

Paul Henley

Shauna Attaway