1. **TCCNS**

   Lynda Langham

   Lynda gave an update on the TCCNS conversion:
   - TCCNS Conversion spreadsheets completed and reviewed
   - Working to correct issues in working catalog for 2020 curriculum cycle

   She explained there will be dual inventory in Curriculog for a while. Training will be available the last three weeks of September. Anyone using the new system should contact Meredith Bailey to be included.

   Lynda reiterated the changes in commencement for August and December 2019 due to work on the coliseum:

   **August 17, 2019** there will be two commencement ceremonies:
   - 9:30 a.m. College of Education
     - College of Fine Arts
   - 2:00 p.m. Colleges of Business
     - College of Liberal & Applied Arts
     - College of Forestry & Agriculture
     - College of Sciences & Mathematics

   **December 13 & 14, 2019** there will be three ceremonies
   - **Friday, December 13**
     - 6:00 p.m. College of Education
   - **Saturday, December 14**
     - 9:30 a.m. College of Business
     - College of Liberal & Applied Arts
     - 2:00 p.m. College of Fine Arts
     - College of Forestry & Agriculture
     - College of Sciences & Mathematics

   There will also be a basketball game on Saturday 14th December at 8:00 p.m.

2. **Status of Articulation Agreements Process**

   Erma Brecht

   Erma is working to make articulation agreements a seamless process. Emily Jefferson, Enrollment Coordinator for transfer students, was introduced.

3. **Student Success Center (SSC)**

   Erma Brecht

   Erma reminded the committee that the SSC is in place for undecided majors; Raquel Skidmore is the Student Success Coordinator and is there to help with scholarships, advising, and any other issues. Their objective is to break down barriers for students and make things easier. The SSC would like to have a contact person in each department.

4. **Plan/Schedule Advising for Transfer Students**

   Erma Brecht

   There is one more transfer orientation - Friday, August 2, however attendance is not required. A plan is under way to enroll as many students in the last few weeks before the start of the semester.

5. **AY 18/19 Assessment Close out/AY 19/20 in Nuventive**

   John Calahan

   John explained that we use a program called Nuventive Improve, every department on campus has objectives that describe what you are doing to improve what you do. Results are due by November 1,
There are still 30% of units for 17/18 year without results; we need to close the loop in order to report to SACS. John asked everyone to look at this information. Dr. Bullard confirmed he would be reviewing outstanding data with each dean at their monthly meetings. John said that after speaking with our new president, Dr. Gordon, he currently meets quarterly with program directors to discuss assessment.

6. **SACSCOC CCR Update**
   John Calahan
   Johns appreciates everyone working on various sections of the report; it is a great deal of work. The committee is reviewing the initial rough drafts. John asked if we could have more faculty attend the annual SACS meeting in December. Lesa Beverly said she would ask the chairs if they would be interested.

7. **Policies**
   Kim Childs
   Dr. Childs submitted the last batch of policy changes this year as chair of the committee; they reviewed 59 policies in total this year. Dr. Hans Williams will replace her as Chair for academic year 2019/2020.

   7.1 Academic and Professional Qualifications
   7.4 Academic Promotion
   7.29 Tenure and Continued Employment
   6.20 Undergraduate Admission and Credits
   4.2 Academic Unit Head Appointments
   4.4 Administration of Academic Units
   4.9 Selection of Academic Deans
   7.12 Faculty Search
   7.2 Academic Appointments and Titles
   4.10 Substantive Change

   After review, and minor changes, all policies were approved and will be submitted to the board for approval at the October meeting.

8. **Course availability/Orientation/Dual Credit**
   Joe Shannon
   Dr. Shannon reported we currently have 289 dual credit students enrolled and nearly 800 applications not yet processed. There is concern as to courses available to these students. We have new school districts coming on in spring. Cleveland is the second fastest growing school district in Texas. Administration are going to Shepherd ISD to visit in early fall.

9. **Lone Star College visit August 12**
   Janet Tareilo
   Dwight Smith and Valerie Jones will be on campus on August 12 to discuss programs we can offer, deans are invited to attend, an agenda will be sent out soon. The deans were asked to bring program information and degree maps.

10. **Faculty Credentialing**
    Karyn Hall
    Karyn gave an update on faculty credentialing in readiness for our SACS reaccreditation. This is one of the most common items sited in these reports.

11. **Electronic Approval Form**
    Karyn Hall
    Karyn introduce the new electronic form for certification of credentials. When finalized,
information will be sent to deans and chairs.

12. **Academic Affairs Retreat**

   Steve Bullard

   Dr. Bullard explained the plan for the Academic Affairs retreat on August 7 at the Ina Brundrett Building. The morning session will be to discuss scholarships, followed by lunch. Representatives from University Marketing and Richards Carlberg will take part in the afternoon session to discuss marketing strategies.

13. **Any Other business**

   Dr. Bullard stated that with no HEF contingency funds starting September 1, 2019 a process will need to be developed. Dr. Galant will come to the September dean’s council to discuss and Dr. Bullard and Alisha Collins will prepare an approval process.

   Dr. Bullard explained that the recent budget pool was for salary and strategic initiatives and many things had to be addressed. A number of recommended salary increases from the deans/director had to be “shaved” at last minute because of budgetary needs.

   Dr. Bullard reminded the committee that semester credit hours are essential and we cannot do anything without them - they have to improve.

14. **Date of Next Meeting:**

   September 24, 2019

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**Attendees:**

Steve Bullard  
Sharon Brewer  
Marc Guidry  
Kim Childs  
Buddy Himes  
Lesa Beverly  
Pauline Sampson  
Edward Iglesias  
Karyn Hall  
Brandon Fox  
Tim Bisping  
Mark Sanders  
Matt McBroom  
Janet Tareilo  
Jeremy Stovall  
Megan Weatherly  
Rachele Garrett  
Lynda Langham  
Erma Brecht  
Emily Jefferson (part)  
Raquel Skidmore (part)  
Anthony Espinoza  
Joe Shannon