

Deans Council
January 10, 2018

1. **Dual Credit Update**

Joe Shannon

Dr. Shannon reported that dual credit numbers are up by around 100 students and he are in discussions with other school districts. Dr. Abbott announced there is a College Day at Timpson ISD on Tuesday, January 23 from 5:30 – 7:00 p.m. and invited other deans to attend. They are very interested in a teacher education pipeline.

Dr. Tareilo reported on the “Living like a Lumberjack” event in December, high schools students were invited to campus to attend a basketball game and lunch at the cafeteria. The next one is scheduled for February 28, 2018.

Dr. Tareilo provided an update on community colleges, she and Dr. Shannon are going to Kilgore this week to support a fundraiser breakfast in celebration of dual credit. She is also working with Tyler Junior College and in discussion with Dr. Simon at Angelina, who is eager to grow the music program and human services. We are also looking at possibility of getting SFA branded at the Livingston site.

Dr. Tareilo advised we have two visitors from Lonestar College visiting tomorrow, Dr. Alicia Harvey-Smith, Executive Vice Chancellor and Dr. Becky Duncan Ramirez, University Partnerships.

2. **Common Course Numbering**

Joe Shannon/Lynda Langham

Dr. Shannon reported that many school districts ask about common course numbering and how courses will transfer if students do not come to SFA. There was an in-depth discussion about SFA moving to this system, this is something that has been discussed in the past but due to campus culture has not been changed. Lynda Langham gave some background and explained it would take around six months to complete the change. All deans agreed it would be a huge benefit to SFA and could help attract more students from community colleges.

Dr. Childs moved to adopt common course numbering by fall 2019, this motion was seconded by Dr Abbott and all were in approval. It was agreed we would take this opportunity to clean up some other issues with course numbering. Dr. Bullard asked Dr. Brunson to head up a committee to work on this, Dr. Himes agreed to be the dean on the committee and Dr. Childs nominated Dr. Pace as the chair. Lynda Langham, Meredith Baily, as well as representatives from faculty senate, chairs forum and the library will be included. Deans will advise faculty at the welcome back meeting.

3. **Policies**

Brian Murphy

Oral-English Proficiency Program (5.14)

This policy had significant changes due to federal rules. The changes were discussed in detail, with one minor change it was approved to move forward to the board

Curriculum and Academic Program Modifications (5.7)

Dr. Murphy explained the changes to this policy are significant and the committee worked on this policy at four sessions, it was originally two policies that needed to be aligned. Dr. Brunson explained she would need more time to compare against what is required by SACs. The deans were asked to review further and we will come back to this at a future meeting. Any recommended changes should be sent to Dr. Murphy.

4. Another Other Business

Dr. Bullard met with Charlotte Allen from Management and Marketing and will be using her marketing/social media class to promote some programs at SFA, such as '15 to finish'.

We are also looking at a potential Social Work terminal degree program. Dr. Murphy reported that Tarrant County and Blynn want to sign an umbrella contract. The Sports Business signing at Lone Star is schedule in February.

Dr. Bullard asked the deans to share all this information with faculty.

Policies

5. SACS COC Student complaints committee

Mary Nelle Brunson

Dr. Brunson explained that in the SACS 5th year report Dr. Westbrook was responsible for the section over student formal written complaints. We currently do not have a standardized procedure for recording and filing these and so he will be forming a committee to address this issue. Dr. Himes volunteered as the dean for that committee and Dr. Stacy Hendricks was nominated by Dr. Abbott as the Associate Dean. We will also need a representative from Chairs Forum and Faculty Senate.

6. Reminder CV & Syllabi deadline

Mary Nelle Brunson

Dr. Brunson reminded the deans that the deadline for uploading faculty CV and syllabi in accordance with CB rules is January 23, 2018 (7 days after first class day). We must also comply with SACS standard for demonstrating students earning credit are completing enough work outside of class as well as inside. Faculty must ensure this is included in the syllabi and we are meeting this requirement. Faculty should also ensure CV's are current, as some are over ten years old.

7. Digital Measures

Judy Abbott

Dr. Abbott gave an update on Digital Measures, she was hoping to pilot Faculty evaluations this year but that is still in progress. We are looking at course evaluations, trying to work on pulling into faculty activity report. We will also use for tenure and promotion in future, this should be available for 2019/2020.

8. Course Fees

Mary Nelle Brunson

Dr. Brunson has reviewed all course fees submitted in November and they will go to the board in January. Dr. Brunson asked that deans and chairs keep in mind the emphasis on affordability. We cannot use course fees for replacement bulbs, projectors, etc., methods to support these costs are being discussed within the budget office. The deans were reminded that chairs must complete and sign the new course fee approval form each year to verify all course fees listed are accurate.

9. Small size classes

Mary Nelle Brunson

Dr. Brunson asked that chairs do not wait until the last day to reconcile, these should be handled as soon as possible.

10. Associate Deans/Chair Evaluations

Mary Nelle Brunson

Discussion on associate deans evaluations, which is not specifically addressed in policy. It was agreed that all the deans would use the form on our web page. The form can be adapted as necessary.

11. 15 Transfer Hours compared to Completed Hours

Janet Tareilo

Dr. Tareilo explained that our current practice for transfer students is that we accept 15 transferrable hours with minimum GPA 2.0. However we are turning away many students who may have 15 hours and the correct GPA but perhaps one 'F' on their transcripts which means we will not accept them. Admissions are requesting we change the practice to 15 completed hours, meeting 2.0 GPA, regardless of whether they receive an F. This would be a way to break down another barrier and the deans were asked to consider this.

12. Showcase Saturday Power Point

Janet Tareilo

Dr. Tareilo is making changes to the current Power Point for Showcase Saturday, she is working with Bill Cox in Admissions. Any recommendations should be sent to Janet by February 1.

13. Study Abroad Congratulatory Letter

Janet Tareilo

The international office have asked for letters of recommendation from deans for study abroad students. She will be contacting the deans directly.

14. Virtual Reality

Steve Bullard

Dr. Bullard distributed some posters on VR from Travis Killen and Kreg Mosier, (Emerging technologies), these will also be sent electronically and deans were asked to share with faculty.

15. New positions and budgets

Steve Bullard

Dr. Bullard has received all the budget requests, 'wish lists' from the deans and will

reviewing these. The issue of merit pool/raises will be discussed at the January board meeting.

16. Dean of Research and Graduate Studies

Steve Bullard

Dr. Bullard announced the new Dean of Research and Graduate Studies will be Dr. Pauline Sampson with effect from January 16, 2018.

17. Any Other Business

Dr. Bullard informed the deans of a Transformative Learning Conference in Edmunds, OK and encouraged people to attend, the Provost may be able to help with some funding.

Dr. Mary Nelle Brunson announced she would be retiring on August 31, 2018. Ideally we would like to hire someone who could overlap with Mary Nelle for at least a month

18. Date of Next Meeting:

February 7, 2018.

Attendees:		
Bullard, Steve	Brunson, Mary Nelle	Brewer, Sharon
Childs, Kim	Himes, Buddy	Murphy, Brian
Williams, Hans	Tareilo, Janet	Dickerson, Shirley
Abbott, Judy	Tim Bisping	
Lynda Langham	Joe Shannon	