

Deans Council  
January 20, 2010

Richard Berry  
Tony Duben  
Steve Bullard  
Mike Stroup  
Shirley Dickerson  
Larry King

Mary Nelle Brunson  
Buddy Himes  
Brian Murphy  
Mel Finkenberg  
James Standley

1. Complaint Process

Adam Peck

Dr. Peck introduced a complaint reporting system called "Ask Jack, Tell Jack". This gives students a place to start with a complaint/issue, Student Affairs will then advise the student what to do next. A follow-up by Student Affairs will be made to ensure the complaint is finalized. Records will be kept for SACS purposes.

2. Access Update

Sandy Turner/Melinda Colby

Sandy and Melinda gave an update on the Access project, advising of upcoming deadlines. In March training will be offered for faculty/staff who do not advise, but still work with students. February 9-11 a third mock registration will be conducted.

3. SFA Press - "Then and Now"

Buddy Himes

The SFA Press is run by Kimberly Verhines and is a great success. Their current project is "Then and Now" and started as a class project. Dr. Himes is now trying to get this printed as a book, he asked if each college as well as the Provost office would be willing to help with the cost, in return they would receive a number of books. The work incorporates work from the students side by side with the professor. All deans agreed to contribute and Dr. Himes will send them information on the amount needed.

4. Dr. Standley raised the issue of on-line classes and how long it takes to become qualified at SFA. If we want to increase online activity more than 500% as stated in our strategic plan, we should look at revising this. Dr. Fountain and Dr. Duben are part of the Distance Education committee and said they are working on a fast track approach. Dr. Berry suggested we look at what other universities are doing, he is in favor of reducing

time to get certified but must ensure it does not affect the quality. Dr. Standley stated there is a lot of opportunity for graduate enrollment if we can increase on line offerings.

5. Parking

Mike Stroup

Dr. Stroup expressed concerns with parking behind the College of Business and safety issues with the bus route. Dr. Berry will pass this information on to Steve Westbrook.

6. Low Producing programs

Dr. Brunson explained the Coordinating Board rules as currently proposed, asking for input. She asked deans to consider when going through the process right now looking at small class sizes, we have ten undergraduate programs and ten masters programs and one of two being low producing. The Coordinating Board states you will be phased out or consolidated or granted temporary exemption – this will not be automatic. Dr. Brunson suggests we take care of this before they do.

An action plan for low producing programs must be provided to the Coordinating Board, giving detailed strategy for increasing enrollment. Dr. Brunson asked the deans to start looking at what the State says to improve these. If it continues to be low producing we need to make some hard decisions. We need to be proactive and look at what we have and what we will be required to do. If you are no longer allowed to offer your program because of this by the Coordinating Board, it is ten years before you are allowed to offer again.

7. State Budget Plans

We have been asked to come up with a plan to reduce costs by 5% for the current biennium, we are in the early stages of learning what that will mean for SFA. That is for general revenue, we are waiting for instructions and number from legislative budget board. We are being asked to develop a plan in increments - we need to give some thought.

Low producing programs is one area, could save some but not a great amount. We will get clarification over next few weeks. A large portion of this will have to come from Academic Affairs, there were suggestions to look at summer school, perhaps pay stipends. The plan is due in Austin by February 15, 2010.

8. Summer Non-Instructional Reassignment

Brian Murphy

Each year, particularly summer we have requests for duties that are not instructional.

Dr. Murphy suggested having a common approach, and distributed a form to be used, he has looked at what other institutions are doing. We will adopt this form and start using for summer I. The form will be distributed and posted on our web site however, given the current situation, Dr. Berry will be hard pressed to approve non-instructional work this summer.

Summer teaching policies are kept for every college and student instructional needs should be the prime objective. Updated policies are due to Sharon Brewer by February 1, 2010. We must ensure we teach according to student needs, this begins base year. The deans were asked to build a summer schedule based on student need and we will fund accordingly.

#### Any Other Business

General bulletin update, graduate bulletin is on line and working well. There have been more issues with the undergraduate bulletin - Portia Gordon did great job and now Bill Cox is working on a proof.

Computer replacement – Dr. Berry wants to make purchases contingent on standardized type. Dr. Berry will stop any purchases for departments in Academic Affairs that do not have a log on banner. All computers should use anti-virus software and, if feasible for machines to be on active directory domain, they should be. We are using flexibility if need be. Log on banners are a directive from state.

Dr. King stated there are still some academic support units and programs, that have not entered results for their objectives into Trac-dat – need to enter them quickly. Dr. Bullard suggested that Dr. King meet with units are delinquent to address the issues directly.

Dr. King noted that assessment must be focused on “closing the loop” or using our assessment results to enhance the effectiveness our academic programs and services provided by our offices.

9.

In November an email was sent from Nicole Nelson asking to make linkages between their objectives and higher level objectives in Trac-dat – quite a few people have not linked those up yet. An email will be sent, reminding people to do this, the deans were asked to encourage them.

The Dean of Business search has been extended to Feb 28<sup>th</sup>.

10. Date of Next Meeting

Academic Affairs Council – February 10, 2010.