

Deans Council  
February 12, 2018

1. **Strategic Plan Presentation - Instructional Materials** Megan Weatherly

Dr. Lauren Burrows and Edward Iglesias are committee co-chairs for the Instructional Materials Affordability Committee, Dr. Burrows gave a presentation of their findings. The four main recommendations were:

- Increase faculty on-time textbook adoptions
- Encourage faculty to consider lower-cost options for their required instructional materials
- Open Educational Resource (OER) adoption, adaption, and/or creation
- Comply with Texas SB 810 requirement for searchable OER-designation in SFA course catalog

Dr. Murphy suggested faculty developing materials particularly for the core, Dr. Bullard suggested the deans look at a way to move forward.

2. **Platinum Analytics Data Review, Fall 2018** John Calahan

The report was published January 19, 2018 and sent to the deans, John went over statistics and comparisons to last year. Looking at just freshman and sophomore this year, we are only one student down. John explained that he reviewed data last year on sections that needed more seats, sometimes by increasing seating cap and other times requiring additional instructors. We generated 52 additional sections that had not been planned as a result of this analysis.

John discussed core assessment plan, upper level courses will be assessed spring 2018 He asked the deans to identify course by February 28th.

3. **Course Scheduling** Judy Abbott

Dr. Abbott gave an update on the ad-hoc task force looking at scheduling classes, John Calahan is also part of this committee. One charge of the committee was to raise dean and chairs awareness to the non-standard course assignments when we are building fall 2018 courses. Dr. Murphy chaired committee to review this and have agreed to try and take steps to address these issues in fall 2018. The College of Education is also reviewing non-standard course patterns and provides explanation of any we eliminate.

Morning class times continue to be our heavily scheduled hours and two day classes usually get maximum enrollment. Two issues driving this discussion last fall was non-standard times and using more of the day. Deans and chairs were challenged at the meeting in December to look at the two issues and wanting to see building schedule for fall 2018, we will see steps toward spreading courses and using more of the course day. Each class room should be

used 38 hours per week, right now we are at 26, and we would like to see this raise to 30 hours. Every class room has about 12 useable hours available each week not being used. Dr. Abbott stated it is now time for fall 2018 scheduling and asked deans to review and see if there is some movement ?

4. **Posthumous Degrees**

Janet Tareilo

Dr. Tareilo had provided some information at a previous meeting on the awarding of posthumous degrees. The registrar's office are wanting clear procedures. It was agreed the deans would review the information provided and this would be decided at a future meeting.

5. **Online Program Development**

Mary smith

Dr. Murphy provided information at our last meeting, detailing statistics for online enrollment, showing we are way below our peers. Mary explained there is a difference between online course and online enrollment. Mary will reach out to the deans regarding which courses they want delivered online. CTL will work with the deans to identify potential areas to increase online programs.

Dr. Murphy gave some statistics on other peer institutions, developing a pipeline with Lone Star 2+2 could grow enrollment. Tarrant County is also interested in signing an articulation agreement. The deans will be visiting Lone Star on February 15.

6. **Administrative approval**

Brian Murphy

Dr. Murphy stated it is difficult to roll things out because of the long approval process. Other institutions allow a first time course offering without having to go through the long process. Dr. Brunson advised that in Texas you can only add a new course in May and so this would not be of help to us.

7. **Graduate Faculty Criteria**

Pauline

Sampson

Dr. Sampson made a minor change to the Application for Graduate Teacher membership with regard to adjunct faculty. The new form is available on the academic affairs web page and will be distributed to the deans.

8. **Convicted students/criminal conviction**

Mary Nelle Brunson

A new mandate from the last legislative session states universities are required to notify a student at the start of their degree program that they will not be licensed if they have a criminal conviction. Dr. Brunson will forward the official wording to the deans.

9. **Double major**

Mary Nelle Brunson

Dr. Brunson said we continue to have problems with double majors, this has been brought to our attention by the registrar. Programs are requiring

students to do more than just the major requirements, which almost leads a student to two degrees rather than just a double major. There is also a financial aid issue, as to what they will and will not fund. The deans were asked to give this some thought and we will discuss further.

Attendees:		
Steve Bullard	Mary Nelle Brunson	Janet Tareilo
Buddy Himes	Marc Guidry	Kim Childs
Hans Williams	Judy Abbott	Todd Brown
Sharon Brewer	Pauline Sampson	Shirley Dickerson
Mary Smith	Megan Weatherly	John Calahan