

Deans Council
September 10, 2008

Richard Berry
Violet Rogers
Brian Murphy
Scott Beasley
Shirley Dickerson

Mary Nelle Brunson
John Jacobson
Buddy Himes
Tony Duben
Tom Wheeler

1. **Undergraduate Research** Michael Tkacik/Elizabeth Tasker

Last year the College of Liberal and Applied Arts held an Undergraduate Research Conference (URC). Dr. Berry has agreed to open this up for the whole campus, awarding one outstanding undergraduate research in each college \$250. Commitment and participation is needed from each college.

The deans were all excited about the prospect and agreed their college would participate. Dr. Tkacik stated that each college would need to encourage students to participate and be in charge of getting students to move forward.

Further information will be provided to the deans. The proposed date is Tuesday, March 31, 2009 in the Twilight Ballroom.

2. **Voluntary System of Accountability (VSA)** Karyn Hall

VSA sponsored by the National Association of State Universities and Land Grant Colleges (NASULGC) in response to the Spellings commission. It states that each college website have a "college portrait" link added. This will allow not only students and parents, but also higher education administration and faculty to obtain comparable information from different institutions. SFA have indicated we would participate by 2012, although there is pressure to do so earlier.

The VSA will include NSSE data, not previously published and will be for the undergraduate population only, this will be an additional tool for faculty to use.

3. **Alternative Dispute Resolution** Brian Murphy

Dr. Murphy reported that SFA currently has two policies that address grievances however, we do not have a policy to deal with faculty on faculty/staff issues.

Last year a consultant looked at a department in Liberal & Applied Arts and noted that we were vulnerable without this, as we can only use our current policy against chairs.

Dr. Murphy suggested training faculty to use ADR, it was established that Dr. Keaton Grubbs is trained in this field. Dr. Murphy will email the deans to see who is interested and then look at writing a policy.

4. **Second Bachelors Degree**

Tony Duben

Drs' Duben, Murphy and Rogers have looked at this issue and presented a proposal, including revised text for the catalogue

Dr. Berry asked Dr. Murphy to write a policy to cover a second Bachelors Degree, Dr. Wheeler asked that a second Masters also be covered.

5. **Graduate Teaching Assistant Parking**

Tony Duben

Every college receives thirty graduate parking tags regardless of the size. Dr. Duben suggested allocating tags based on past usage and actual need. Dr. Berry will determine how these are allocated.

6. **Winter-mester**

- Feedback from the retreat on winter-mester shows that it is one day shorter than May-mester and the deans agreed the extra day was needed. Fine Arts and Business would prefer not to use the split module.
- The library is launching a new data base/catalogue during that time and extended hours would be needed.
- It would also create extra cost for G.A.'s – we will need to look at the budget.
- This will be discussed with Monique Cossich at the next meeting.

7. **Substantive Change**

Mary Nelle Brunson

- New procedures for distance education including off-campus and ITV programs.
- New forms have been posted on our web page to handle distance education programs. The forms require approval by OIT and must go to the University curriculum Committee. The new procedure is effective immediately.
- According to SACS we must notify when a course reaches 25% on-line or more.
- It was established that our new nursing location is considered off-campus.
- A timeline has also been added to our webpage. SACS must be notified 6 months before a new program or a change in the mode of delivery is implemented.
- If SACS requests a prospectus, it must be submitted three months before the program is made available.
- We must have SACS approval before we offer the program.
- This will involve more work for the undergraduate and graduate committees.
- Any report on substantive change will be reported at Deans Council, it must be approved as required by SACS.

- We currently have several programs under review by SACS: BSIS 4-8 online completer program and off-campus nursing program in Rusk, Texas.
- We have three programs developing a prospectus for submission this month: Master in Educational Leadership in Tenaha, Texas; Master of Arts in Counseling in Palestine, Texas; and Master of Education in special Education with certification as an Educational Diagnostician in Splendora, Texas.
- Dr. Brunson has been meeting with each college concerning SLO's, revisions are due back from the chairs to the deans.

8. Enrollment

- 11,984 students so far for fall 2008. 3.2% increase on headcount for same time last year.
- Semester credit hours have increased by 2.1%.
- First time freshmen – 170 increase.
- Sponsored release time and salary savings – it was stated that if a faculty member writes a grant and put's their salary into the grant, that allows you to hold that money in your college instead of being swept.

9. Date of Next Meeting

Wednesday, September 24, 2008 . – Academic Affairs Council.