

Academic Affairs Council  
April 4, 2012

1. "Building an Institutional Repository" Linda Reynolds/Greg Bailey

Ms. Reynolds and Mr. Baily discussed the implementation of Digital Commons for the development of an Institutional Repository for faculty scholarly output.

2. "I Found it in the Archives" Contest Linda Reynolds

Ms. Reynolds discussed the "I Found it in the Archives" contest conducted by the Society of American Archivists (SAA), and encouraged council members to visit the SAA website and vote for Jacy King's submission which is a video about her research at the East Texas Research Center.

3. Policies Steve Bullard

Dr. Bullard provided the council an update on the work of the University Policies Committee. There were no policies for review by the council.

4. European Studies Consortium Heather Catton

Ms. Catton reported on the progress of the European Studies Consortium. SFA and Kilgore College are now participating in the consortium. Courses should begin in 2013. Six applications have been received from faculty, 5 from SFA, and 1 from Kilgore College.

5. Mid-Semester Grade Task Force Report Judy Abbott

Dr. Abbott distributed a report from the Mid-Semester Grade Task Force. The task force recommended:

1. Implement a mid-semester grade initiative
2. Focus on freshmen and sophomores
3. Provides grades if student is earning grades of "D", "F", or "I"
4. Ensure that mid-semester grade report is provided to students before the last day to drop
5. Use an electronic system for this initiative; make it as easy as possible for faculty to complete and for students to retrieve
6. Provide students recommendations or options for addressing their performance

7. Develop reporting system to monitor the process (program, department/school/division, college, university); consider systematic notification of students with academic performance issues to the AARC
8. Develop a communication plan to inform students and faculty
9. Include references to mid-semester grades in printed and electronic materials such as the Undergraduate Bulletin, orientation handbook/materials, SFA 101, new faculty materials

The recommendations were discussed by the council and Dr. Berry referred the recommendations to the University Policy Committee for consideration and policy development.

6. Banner migration. Paul Davis

Mr. Davis provided a report on the impending server migration for Banner. Banner will be taken down on April 5, at 6:00 PM and should return for testing on April 7, at 10 AM.

7. Admissions charge for graduate students Mary Nelle Brunson

Dr. Brunson will report on admission charge for graduate students at the next council meeting.

8. Low Producing Programs/UEAC Mary Nelle Brunson

In Dr. Brunson's absence, Dr. Berry reported that Dr. Brunson had attended the last meeting of the Undergraduate Education Advisory Committee (UEAC) concerning increases in the thresholds for determining low producing programs as a proxy for Dr. Larry King. Dr. Berry noted that the UEAC had recommended that the issue of increasing the thresholds for low producing programs should be studied before such a recommendation is made to the Texas Higher Education Coordinating Board.

9. FY13 Budget

Dr. Berry discussed the recent public hearing on tuition changes. Two students attended the hearing. The proposal was to recommend an increase in designated tuition that will result in an increase in total tuition and fees charged for a 15 semester credit hour load between 3.95% and 9.95%.

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10. Any Other Business

Dr. Berry reminded council members of the Board of Regents meeting on April 16 & 17. Committee meetings will begin at 8:00 AM on the 16<sup>th</sup>, and the board meeting will begin at 9:00 AM on the 17<sup>th</sup>.

Dr. Berry reported that his tenure and promotion recommendations have been submitted to the President and copied to relevant departments and faculty.

Dr. Carrie Brown reminded council members of the Bright Ideas Conference in April 11, 2012.

Dr. Randy McDonald reported on the Desire2Learn Project and provided an information card on the project.

Mr. Michael O'Rear reported that Freshman financial aid award letters are ready to be distributed.

Dr. Steven Bullard discussed the Lumberjack Legacy Forest Program and distributed a brochure for the program.

Ms. Shirley Dickerson reminded council members to respond to the LibQual Survey.

11. Date of Next Meeting:

Deans Council: April 18, 2012

Academic Affairs Council: May 2, 2012