

Academic Affairs Council  
April 9, 2014

1. **Information on FACTS Training**

Dora Fuselier

Dora reported on the one day training session that was given to administrative assistants on March 28<sup>th</sup>, FACTS (Financial Administrative Compliance Training) which was very successful. They are considering offering a condensed half day version for deans and administrators and asked if they would be interested. Looking at offering a couple of sessions in June. May also address fixed rate tuition plan at these sessions. Further information will be forthcoming.

2. **Project Management Office Update**

Melinda Colby

Dr. Berry explained that this office was introduced when we started implementing Banner several years ago and now that we have completed that, the office is able to implement other IT projects.

Melinda Colby gave an overview of what their office can offer, she stated that 90% of projects fail because of lack of communication. She has worked with Dr. King on TracDat, she is currently working with the College of Education and planning to work with Office of Research and Sponsored Programs.

Training and compliance efforts are under way.

Actively involved in next evolution of Banner.

Melinda told the deans to contact her if they need assistance from her office. Telephone 6046 email: [mcolby@sfasu.edu](mailto:mcolby@sfasu.edu)

This is a free service offered from the Project Management Office.

3. **Online ORT Roster & Financial Aid Processing**

Rachelle Garrett

Rachelle explained that in the past we could rely on hours of enrollment in Banner to count students for financial aid however, now we have the online ORD we will use that for financial aid in the fall. What that means is that if a student was not in class that one day, their financial aid will be removed.

There will be an appeal process but we foresee there being issues.

The deans asked if we can warn students ahead of time to be in class on that day to help cut down the number of appeals? We may need to look at the process and at the policy.

The question was asked regarding online students, how do we verify their attendance? They must have logged in before this date or they will lose financial aid.

4. **“Generation Study Abroad”**

Heather Catton

Event on April 23<sup>rd</sup> at 9am in Multimedia room all the deans invited to attend “Generation Study Abroad”.

Want to increase number of study abroad students, we want to double our number. We currently have 1% we want to increase to 3% by 2019.

Also at 3pm today, “Global Gateway to Brazil” in Wyatt Room.

Monday, April 14<sup>th</sup> International Fashion Show.

5. **Core Curriculum Assessment** Larry King  
Dr. King stated that the core curriculum assessment committee have now gone through all the new assessment applications for critical thinking twice, with some having third revisions, mostly simple wording revisions. He reminded the deans that April 25<sup>th</sup> is the due date for submission of Teamwork, Empirical and Quantitative Skills, Personal Responsibility, and Social Responsibility applications.

6. **LiveText** Larry King  
We will know more on this item following the board meeting when they will approve a business transaction. LiveText will be integrated with D2L and should be seamless for students submitting their work.

Dr. Berry thanked Dr. King and Danny Gallant for their hard work in establishing the costs for this which will only increase the technology fund by \$1 per student.

7. **Policies** Brian Murphy  
Certificate Programs 5.2  
Academic Appointments and Titles 7.2  
Part-Time Faculty 7.21  
Faculty Disagreements 7.25  
Academic Appeals by Students 6.3  
Graduate Assistantship 6.12  
Instructor Generated Materials 7.16  
Library Faculty 7.17  
University Awards 12.20  
Course Fees 3.8  
Selection of Academic Dean 4.9  
Faculty Search 7.12  
Faculty Development Leaves 12.7  
After discussion and some minor wording changes, all the above policies were approved and will be submitted to the board for approval at the JULY board meeting.

Allocation of IT Resources 16.3  
After some discussion it was agreed this policy should be DELETED. Recommendation to do so will be sent to Judy Buckingham.

8. **Any Other Business**  
Dr. Berry announced that OIT, QEP and TEC will be merging into one office headed up by Randy McDonald and will be called Center for Teaching and Learning.

Dr. Berry reported that he and Dr. Bruton went to Austin a week ago to meet with the Committee of Academic Workplace Success, part of the Coordinating Board and they approved unanimously to accept our engineering program. We now just need final approval at the Coordinating Board meeting on April 25<sup>th</sup>. We also received approval from SACS and have our first class ready for the fall.

The Plus system has been phased out since the implementation of Banner but has now gone away completely and can no longer be accessed.

Archie McDonald Speaker Series April 10<sup>th</sup>, Lyle Lovett will be interviewed by Brad Maule.

Dr. Abbott reminded the deans there is a 45 minute deans meeting scheduled with the NCATE team on Monday April 28<sup>th</sup>.

9. **Orientation DEANS ONLY**

Monique Cossich

Monique reminded the deans that Academic Affairs have 45 minutes to highlight our area, the format we have used in the past seems to work well and so she is starting to pull things together for this year's orientation sessions.

We will use four deans again:

Dr. Franklin, Dr. Childs, Dr. Abbott and Dr. Bullard

The presentation will be changed slightly to incorporate our new publicity campaign.

Monique asked for comments /suggestions to be sent to her.

10. **Date of Next Meetings:**

Deans Council: 7<sup>th</sup> May, 2014

Academic Affairs Council: 21<sup>st</sup> May 2014