

Academic Affairs Council

July 31, 2019

1. **TCCNS**

Lynda Langham

Lynda gave an update on the TCCNS conversion:

- TCCNS Conversion spreadsheets completed and reviewed
- Working to correct issues in working catalog for 2020 curriculum cycle

She explained there will be dual inventory in in Curriculog for a while. Training will be available the last three weeks of September. Anyone using the new system should contact Meredith Bailey to be included.

Lynda reiterated the changes in commencement for August and December 2019 due to work on the coliseum:

August 17, 2019 there will be two commencement ceremonies:

- 9:30 a.m. College of Education
College of Fine Arts
- 2:00 p.m. Colleges of Business
College of Liberal & Applied Arts
College of Forestry & Agriculture
College of Sciences & Mathematics

December 13 & 14, 2019 there will be three ceremonies

Friday, December 13th

- 6:00 p.m. College of Education

Saturday, December 14th

- 9:30 a.m. College of Business
College of Liberal & Applied Arts
- 2:00 p.m. College of Fine Arts
College of Forestry & Agriculture
College of Sciences & Mathematics

There will also be a basketball game on Saturday 14th December at 8:00 p.m.

2. **Status of Articulation Agreements Process**

Erma Brecht

Erma is working to make articulation agreements a seamless process. Emily Jefferson, Enrollment Coordinator for transfer students, was introduced.

3. **Student Success Center (SSC)**

Erma Brecht

Erma reminded the committee that the SSC is in place for undecided majors; Raquel Skidmore is the Student Success Coordinator and is there to help with scholarships, advising, and any other issues. Their objective is to break down barriers for students and make things easier. The SSC would like to have a contact person in each department.

4. **Plan/Schedule Advising for Transfer Students**

Erma Brecht

There is one more transfer orientation - Friday, August 2, however attendance is not required. A plan is under way to enroll as many students in the last few weeks before the start of the semester.

5. **AY 18/19 Assessment Close out/AY 19/20 in Nuventive**

John Calahan

John explained that we use a program called Nuventive Improve, every department on campus has objectives that describe what you are doing to improve what you do. Results are due by November 1,

2019.

There are still 30% of units for 17/18 year without results; we need to close the loop in order to report to SACS. John asked everyone to look at this information. Dr. Bullard confirmed he would be reviewing outstanding data with each dean at their monthly meetings. John said that after speaking with our new president, Dr. Gordon, he currently meets quarterly with program directors to discuss assessment.

6. SACSCOC CCR Update

John Calahan

Johns appreciates everyone working on various sections of the report; it is a great deal of work. The committee is reviewing the initial rough drafts. John asked if we could have more faculty attend the annual SACS meeting in December. Lesa Beverly said she would ask the chairs if they would be interested.

7. Policies

Kim Childs

Dr. Childs submitted the last batch of policy changes this year as chair of the committee; they reviewed 59 policies in total this year. Dr. Hans Williams will replace her as Chair for academic year 2019/2020.

7.1 Academic and Professional Qualifications

7.4 Academic Promotion

7.29 Tenure and Continued Employment

6.20 Undergraduate Admission and Credits

4.2 Academic Unit Head Appointments

4.4 Administration of Academic Units

4.9 Selection of Academic Deans

7.12 Faculty Search

7.2 Academic Appointments and Titles

reviewed together
due to audit

4.10 Substantive Change

After review, and minor changes, all policies were approved and will be submitted to the board for approval at the October meeting.

8. Course availability/Orientation/Dual Credit

Joe Shannon

Dr. Shannon reported we currently have 289 dual credit students enrolled and nearly 800 applications not yet processed. There is concern as to courses available to these students. We have new school districts coming on in spring. Cleveland is the second fastest growing school district in Texas. Administration are going to Shepherd ISD to visit in early fall.

9. Lone Star College visit August 12

Janet Tareilo

Dwight Smith and Valerie Jones will be on campus on August 12 to discuss programs we can offer, deans are invited to attend, an agenda will be sent out soon. The deans were asked to bring program information and degree maps.

10. Faculty Credentialing

Karyn Hall

Karyn gave an update on faculty credentialing in readiness for our SACS reaccreditation. This is one of the most common items sited in these reports.

11. Electronic Approval Form

Karyn Hall

Karyn introduce the new electronic form for certification of credentials. When finalized,

information will be sent to deans and chairs.

12. Academic Affairs Retreat

Steve Bullard

Dr. Bullard explained the plan for the Academic Affairs retreat on August 7 at the Ina Brundrett Building. The morning session will be to discuss scholarships, followed by lunch. Representatives from University Marketing and Richards Carlberg will take part in the afternoon session to discuss marketing strategies.

13. Any Other business

Dr. Bullard stated that with no HEF contingency funds starting September 1, 2019 a process will need to be developed. Dr. Galant will come to the September dean's council to discuss and Dr. Bullard and Alisha Collins will prepare an approval process.

Dr. Bullard explained that the recent budget pool was for salary and strategic initiatives and many things had to be addressed. A number of recommended salary increases from the deans/director had to be "shaved" at last minute because of budgetary needs.

Dr. Bullard reminded the committee that semester credit hours are essential and we cannot do anything without them - they have to improve.

14. Date of Next Meeting:

September 24, 2019

Attendees:

*Steve Bullard
Sharon Brewer
Marc Guidry
Kim Childs
Buddy Himes
Lesa Beverly
Pauline Sampson
Edward Iglesias
Karyn Hall
Brandon Fox
Tim Bisping
Mark Sanders
Matt McBroom
Janet Tareilo
Jeremy Stovall
Megan Weatherly
Rachele Garrett
Lynda Langham
Erma Brecht
Emily Jefferson (part)
Raquel Skidmore (part)
Anthony Espinoza
Joe Shannon*