

**Academic Affairs Council**  
**September 24, 2008**

Richard Berry  
Violet Rogers  
Brian Murphy  
Scott Beasley  
Monique Cossich  
Mike O'Rear  
Dan Norton  
Shirley Dickerson

Mary Nelle Brunson  
John Jacobson  
Buddy Himes  
Tony Duben  
Paul Davis  
Randy McDonald  
Carrie Brown

1. **General Enrollment Management**                      Monique Cossich

- Monique is looking for an admission counselor and asked for any recommendations to be sent to her.
- Showcase Saturday is Saturday, November 15, 2008. A number of our top feeder schools have been affected by the hurricane, which causes some concern.
- Enrollment for fall 2008 was 11,990 – next year the target will be over 12,000.
- Dr. Berry would like to meet with Monique and each dean separately to discuss enrollment for each college.

2. **Policy Proposal for Cole Art Center**                      Buddy Himes

Dr. Himes presented a draft policy for use of the Cole Art Center, since he has been receiving numerous request to use the facility. The draft will be sent to the Policy Committee for review.

3. **Axxess Update**    Sandy Turner/Melinda Colby

- Five implementation teams have been put together and they are now ready to share information with the campus.
- The first pay check from the new system will be issued January 1, 2011.
- Sunguard training will be offered to all end users two to three months before a go-live date. A planned schedule was provided.

4. **American Democracy Project**                                      Steven Galatas

Dr. Galatas announced that SFA are one of 230 institutions taking part in the ADP, sponsored by AASCU. An update was given, three faculty members recently attended a stewardship of public lands conference.

Dr. Galatas has been working with Debra Gatson at the Nacogdoches election office, early voting will be offered at SFA in the Student Center on October 27 and 28 from 11:00 a.m. to 3:00 p.m. Four additional sites in the community have also been approved.

There is a possibility for internships at the Nacogdoches election office, and this may become a permanent opportunity for SFA students.

**5. Substantive Change**

Mary Nelle Brunson

Dr. Brunson announced that we have revised procedures and developed a new policy and forms for program approval that includes programs delivered off-campus, online or via ITV. The new procedures are to help ensure that we meet SACS requirements for substantive changes at SFASU. The new procedure requires all new programs, including changes in mode of delivery, go through the curriculum review process. Delivery of any program with more than 25% on-line must first be approved by Randy McDonald and then go through the curriculum procedure. The new procedure may require assistance from library services and research and development as well as OIT to accurately complete the packet.

A timeline to ensure that SACS is notified at the appropriate point in the process can be found on the Academic Affairs website.

Dr. Brunson stated the importance of documenting faculty credentials and explaining their qualifications for teaching, if there is no terminal degree.

**6. Non-Matriculating Study**

Monique Cossich

- Monique presented a study of Non-matriculants for fall 2008, 200 students were polled and the results were reported. The study shows that over 50% of students who did not enroll at SFA, did not visit campus.
- It was agreed that Enrollment Management are doing a wonderful job, it is now time for departments do their part. New advisors need to be trained on recruitment and retention.
- Dr. Berry asked the deans to study the survey and it will be discussed in detail at a future meeting.

**7. Wireless Networking**

A priority list of wireless networking needs was presented to the council, ITS will start implementing the necessary changes.

**8. Computer Replacement Funds**

Dr. Berry has not yet received an updated computer replacement list from purchasing, this information will be provided as soon as possible. It was agreed that computers purchased on a grant, where the grant is still active, should not be eligible for replacement.

It is essential we remove old computers from our inventory when we purchase new ones.

**9. Board of Regents Meeting - 13 & 14 October, 2008**

- A change in Department of Communication will be presented at the Board meeting. A new Division of Communication and Contemporary Culture will be formed and will house Communication, Radio & TV, Journalism, Photography and Philosophy. The change will be effective Fall, 2009.
- The faculty workload report will be presented to the Board.
- A presentation of the WET Center will be made by Forestry & Agriculture.

**10. Winter-mester**

After input and discussion from areas around campus it has been decided not to have a Winter-mester this year. However, plans are already underway for a May-mester.

**11. Other Business**

- Fees will now be set at the January board meeting, which will allow various departments on campus to finalize details for the fall earlier in the year, such as registration and financial aid awards.
- It was agreed the due date for course fees to be submitted to the Provost will be changed to November 1, 2008.

**12. Date of Next Meeting**

Wednesday, October 15, 2008 at 9:00 a.m. – Deans Council.