

Academic Affairs Council
September 25, 2019

1. **Small size classes**

Lynda Langham

Lynda Langham provided an overview of issues with the current small class size requests process. Due to the quantity and timing, requests typically occur the last minute leaving little time to review and process. The Registrar is currently looking into moving to an online process and moving the request deadline up earlier in the semester. Lynda also provide the number of small size requests from the past three fall semesters:

- Fall 17 - 62
- Fall 18 - 84
- Fall 19 - 67

2. **Commencement Practice Guidelines**

Erma Brecht/Lynda Langham

Erma informed the council that Lynda Langham, Dr. Tareilo, and she met to review the practice guidelines for graduation. As a result, they plan to update the language sent to students who are eligible for graduation or have submitted a graduation application to include a statement that addresses safety issues and behavior while at commencement and walking across the stage. Students will now have to accept the revised statement during the application process and the student regent will read the statement before commencement. The language of the statement is currently under revision and will be sent to legal counsel for review.

Dr. Bullard noted two policies affecting commencement would have upcoming changes regarding emeritus professor and regent professor. Dr. Bullard also reminded Deans to encourage their faculty to attend commencement.

3. **Fall 2019 Enrollment Update**

Erma Brecht

Erma presented the current census report prepared by Institutional Research. The report showed total enrollment for fall 2019 at 12,969, which is a 1.3% decrease from fall 2018. Erma brought attention to the fact total undergraduate enrollment had a small increase of 0.8%, however, total graduate enrollment decreased by 15.5%. The decrease in graduate enrollment was anticipated, though, due to changes and deletions of graduate programs and large graduating classes. Erma pointed out our Hispanic population had a 2.2% increase from Fall 2018, which helps move SFA towards our HSI goal, and to make sure we are prepared to have a HSI status.

Dr. Childs pointed out enrollment decreases for the College of Science and Mathematics are mostly related to incoming freshman. Nursing enrollment is down due to dual credit because more students are coming in as sophomores instead of freshman. Education is down due changes in SEEL. Dr. Bullard pointed out Power BI with SFA analytics provides data on headcount, SCH, and per faculty FTE. This will be available to all deans and will be used in their monthly meetings. Karyn mentioned information is available to everyone on JackFacts. Dr. Sampson pointed out this past year was the largest graduate

graduating class they have had, which contributes to decrease in graduate enrollment. John asked if FTSC is included in JackFacts, in addition to Headcount and SCH. Karyn confirmed JackFacts has this data from 2010 to fall 2019. Dr. Bullard reminded the council semester credit hours (SCH) are the meaningful part of our mission, and the trend is SCHs are declining. Erma confirmed with Karyn that dual credit students are reported in the undergraduate populated as freshman; however, they are not reported as “first-time” until they transition into actual first time students. Dr. Bullard pointed out as we expand dual credit, the percentage of dual credit students that return to SFA, as full-time students will decrease as we continue to grow. Erma and Karyn pointed out as of right now, about 15% of Dual Credit seniors returned to SFA as full-time Lumberjacks. There are multiple ways the university is trying to increase that percentage.

Dr. Guidry mentioned we need to evaluate SCH per FTE as well, which Karyn mentioned this was on JackFacts as well.

4. **SCH Tiger Team**

Erma Brecht

Erma stated the Tiger Team’s primary focus is reviewing and dissecting credit hours. Fall 2019 suffered a credit hour drop. The Tiger team is trying to find a way for a meaningful and sustained increase in SCH. They are mainly focusing on business processes and the barriers/hurdles in order to find a way to take the barriers down to help SCH increase for Fall 20.

Dr. Bullard mentioned for context that in Spring 17 we created 18 lecturers with 15 currently filled as of now. They all have full courses, yet SCHs have still gone down. That is why the business processes and obstacles need to be reviewed.

5. **Proposed Changes to Scholarships**

Erma Brecht

Erma passed out recommendations on proposed ways to change scholarship practices. One recommendation focuses on dual credit to generate a higher percentage of full-time students. The second focuses on transfer students in order to recruit high academic transfer students. The third targets graduate students. Erma mentioned 65% of graduate students are enrolled as part-time, and we do not have any scholarships geared toward this pool of students. The fourth recommendation relates to reviewing the existing academic excellence award amount, and recommend increasing that amount to allow SFA to be more competitive for top academic students. This would also include freshman that attend a non-ranked high school, such as home school, but are academically strong. Erma is pending discussion at cabinet for further steps and information on what resources are available.

Dr. Murphy asked if the process would change to be able to offer scholarships earlier in the year. Erma and Dr. Tareilo announced Rachele’ Garrett has been working on how to change this process, and Erma mentioned the Tiger Team would also be looking into this. Erma further mentioned part of our enrollment drop is possibly related to the fact that this year the endowed scholarships did not generate the dollars to award scholarships, even to existing students.

Dr. Bullard stated the council would leave this proposal as recommendations, and will be addressed again later after cabinet discussion.

6. Faculty Credentials Update

Karyn Hall

Karyn announced the first triennial process is almost complete, which allows us to comply with SACS. They are hoping within the next few weeks to have fully updated faculty credentials. Electronic forms for new faculty were implemented during this process, and can be found on the Academic Affairs website.

7. Academic Affairs Evaluations

Karyn Hall

This past Monday the first notifications for evaluations were available for Deans, Associate Deans, AA Directors, and Chairs. Deans have the opportunity to invite participation to additional employees, but the deadline is Oct. 23rd. Dr. Bullard asked why graduate faculty could not evaluate graduate dean, however, Karyn informed him this has been changed and they are now allowed to do so. Policy states non-tenure track and tenure track employees receive survey for academic unit heads. For Dean only evaluations, appropriate deans, unit heads, associate deans and directors receive the surveys.

Dr. Bullard brought up a question from Faculty Senate why non-tenure track employees do not receive the survey. Karyn offered as a solution for non-tenure track employees to send an email directly to Dr. Bullard or through campus mail to provost office, in order for the survey to remain anonymous. Karyn will look into expanding who receives the survey in the future to include non-tenure track employees. The related policies for this topic are 4.8 and 4.4.

8. Faculty Activity Reports – Electronic Management

Karyn Hall

Karyn has the electronic faculty activity reports prepared, and will be meeting with individual departments soon.

9. Reimagining Advising Committee

Marc Guidry

Dr. Guidry brought forward list of committee members for reimagining undergraduate advising, per request of Dr. Gordon. The committee will be looking into EAB resources. Meredith Bailey and John Parker provided Dr. Guidry with an analysis of advising software. The software E2E was presented to be comparable to EAB, but would provide \$100,000 in savings. Education currently has an advising ratio of 500:1, which is outside of the recommendations provided by regulators. Dr. Murphy questioned if we would lose any data if we ended our contract with EAB. Dr. Guidry confirmed with Meredith that there would be no guarantee of retaining all data, such as past advising notes, per our contract.

10. Wait List Discussion

John Calahan

John reminded the council to make sure waitlist is turned on if you are not able to offer what platinum analytics recommends. Dr. Bullard stressed importance of wait listing. At first glance it appears over half of courses offered do not have wait listing turned on. After further review, only about 30 or 40 classes not have a waitlist that should. Some

classes that have lab or practicum do not need to have it turned on.

11. Search Committee for Associate Provost Position

Steve Bullard

Dr. Bullard informed the council that EAB is aware SFA is not happy with their services. They have offered to pay all expenses for someone to attend conference in November in Washington, DC. The meeting is regarding access and student success, which directly ties into Dr. Tareilo's current position. Dr. Bullard announced if the committee were able to find a finalist for the Associate Provost position in time, then the finalist would attend the conference. Dr. Bullard stated the hiring committee has completed all necessary HR training and will meet on October 11th for the first screening of candidates. Dr. Bullard hopes to have the position filled before Dr. Tareilo retires 12/31/19. Dr. Bullard mentioned HR does not allow the committee to share the candidate curriculum vitas electronically; however, they can be made available for someone to stop by and review in person. Dr. Beverly mentioned they have posted a link to a candidate's curriculum vita that was uploaded by the candidate in order to get around this issue.

12. Other Business

Dr. Bullard mentioned Dr. Gordon is very interested in our relationships with community colleges. Dr. Gordon and others are going to meet with TJC in October to get a summary. Even this week Dr. Gordon, Dr. Bullard, another VP, and Joe Shannon are visiting Cleveland ISD to expand outreach.

Changes will be made with the budget process with deadlines of request moving up to October for a typical year. Dr. Bullard has asked Dr. Gordon for the review of requests to start with SCHs.

Jeremy Stovall informed the council faculty senate is going to ask the Board of Regents to include more faculty in any future president search. The only other public university that includes only one faculty member is Angelo State. They would also like to incorporate chairs forum and dean's council into the search. Faculty Senate does, however, feel like the Board did listen to their concerns, and that Jason Reese did well representing the faculty on the search committee.

Heather Catton announced there would be a study abroad education and information session for faculty and students on October 25th. Heather also mentioned she and Ines met with faculty from Angelina College, and they are interested participating in study abroad at Angelina College, as well as projects with SFA. SFA also helps with their international student program.

Dr. Tareilo provided an update on Dr. Barringer at Lamar State College Orange. They are planning a day to align our degree programs with theirs. Oct 14th or 15th are the proposed dates as of now. This will also include students who are interested in these programs.