

Academic Affairs Council
September 30, 2020 at 9:00 a.m.
via Zoom

1. **Approval of Online Courses** Steve Bullard
There have been discussion about the process for approval of online courses. Dr. Bullard advised that proposed changes to the process should be recommended through the Distance Ed committee. Kim Childs and Judy Abbott are the deans, and Cleo house and John Hendricks the chairs on this committee
2. **Annual Program Reviews** Marc Guidry
Proposing a change to the due date for annual program reviews to May 31, (instead of August 31) and asked for input and approval from the deans. The current process is out of sync and the change in timeline would allow for data review. This topic will be discussed at Chairs Forum.
3. **Dual Credit Auditors** Marc Guidry/Megan Weatherly/Lynda Langham
Dr. Guidry explained that high school counselors requested access to their high school students grades for dual credit, in D2L/Brightspace. However, this also allowed them access to other parts of the course, and a dual credit professor complained about this. The process has now been changed and they will have access to grades only. The deans were asked to inform faculty.
4. **Experiential Major Maps Update** Marc Guidry
Dr. Guidry explained these are the maps that align the co-curricular activities to students' curriculum. Dr. Bullard had some printed examples from Queens University in Canada and over the last five years we have printed these for many departments. As a result of the "reimagining the undergraduate advising committee" we are working with marketing to have these available electronically that will be available on our website. We currently have information from all departments, except The College of Business. This is a more cost effective process, and they can still be printed if necessary.
5. **Navigate** Marc Guidry
Dr. Guidry advised that Trina Menefee and Jessica Boone would be offering training on Navigate for anyone who does advising, via the following Zoom sessions:
Thursday, October 1, 2020 at 1:00 p.m.
Friday, October 2, 2020 at 1:00 p.m.
6. **Notification of Certificate Awards** Lynda Langham
Lynda Langham explained the policy and provided a form to be completed, this will be sent to all faculty and made available on the registrar's webpage. Transcripts can be updated retrospectively. John Calahan advised that once a certificate is transcribed it is then accessible by SACs and subject to review. Dr. Bullard asked Dr. Bisping that the policy committee review this policy, to be more comprehensive for minors and for credentials.
7. **December Commencement** Erma Brecht
Erma announced that the December commencement will be in person , on December 11th and 12th, with a total of five ceremonies, she showed the set-up of the coliseum and announced this will be a ticketed event. Masks will be required in accordance with CDC guidelines. There will be 250 graduates for each ceremony and each graduate can request up to six tickets. There will be no key note speaker, but perhaps a representative from each college to say few words
 - Friday, December 11, 2020 3:00 p.m. College of Forestry & Agriculture
May & August Graduates
 - Friday, December 11, 2020 at 6:00 p.m. College of Fine Arts
College of Liberal & Applied Arts
 - Saturday, December 12, 2020 at 9:00 a.m. College of Business
Department of Human Services & Ed Leadership

- Saturday, December 12, 2020 at 12:00 noon Department of Education Studies
Department of Human Sciences
- Saturday, December 12, 2020 at 3:00 p.m. College of Sciences & Mathematics
Department of Kinesiology & Health Science

8. Virtual Transfer Showcase

Erma Brecht

Virtual transfer showcase and transfer counselor event is scheduled for October 16, Emily Jefferson is the contact person.

We are currently giving face to face campus tours with appropriate social distancing, limit three students and two guests each, per tour. (total of ten including Jack Walker)

9. Undergraduate Research Conference

Mike Tkacik

URC 2021 comments should be sent to Mike Tkacik by email, he asked if we should have a live, or virtual URC, or do nothing this year. The committee would really like to do it live if possible. Last year we were going to invite 50 high school students and their parents, until Covid. Dr. Tkacik is skeptical that a virtual event would receive a good turnout. A decision needs to be made sooner rather than later.

Dr. Himes said he had a virtual Deans Circle Award ceremony recently and it was very successful.

10. Update on Community Colleges

Janet Tareilo

Dr. Tareilo gave an update on agreements with community colleges, Alvin CC and Angelina College. She asked the deans if they had someone in their college who wanted to reach out to a community college they should contact her. We now have a new opportunity with RELLIS, which is part of TEXAS A&M, and will start in 2021. Good things are also happening at Lamar Institute of Technology.

11. Academic Affairs Evaluations

Karyn Hall

Academic Affairs triennial evaluations open October 1 through October 31. A list of those being conducted can be found on the Academic Affairs website. Karyn advised we are using Qualtrics for distribution, collection and reporting.

12. Refilling Positions

Steve Bullard

Whether staff or faculty position, everything is going through the same framework. With VSIP, we are being asked by HR if we are refilling positions, we do not know yet. We are looking at reorganization of the colleges and a committee are meeting each Friday morning. We should have a proposal for January, at which point some of those decisions on refilling positions, will be made. Dr. Bullard stated it is difficult to get approval for faculty positions, there will be no tenure-track positions until at least January. We will begin to use APS software to help with this. All requests for refills should go through the dean and then to provost, we hope this will be temporary.

Our average student loan debt went down by \$10,000 according to the Coordinating Board Almanac

13. Any Other Business

We need to work on joint enrollment agreement and financial aid agreements. Rachele explained some of the financial aid issues.

Austin CC signed an agreement with the College of Business, they are expanding and very interested in working with us, starting fall 2021. Erma asked if several of this group could continue this discussion and get general counsel office involved. Articulation Agreements are handled by Janet Tareilo.

DEANS ONLY

14. Core Curriculum Course Offerings in 2nd 8-week term

Joe Shannon

Dr. Shannon received a report from Karyn Hall on the second 8-week classes being offered, it looks like we are short in core courses. A copy of the report will be sent to the deans. He asked if colleges can offer

more core classes. It was stated that there is a short turn around and it is hard to get adjuncts to teach, the second 8-week courses are counted with the spring semester.

Erma stated she wants to do some intentional marketing for the second 8-weeks, using social media and working with Shirley Luna and the marketing team.

A visual prompt and timeline for every part of term would be useful for unit heads.

Many students were moved from 16 to 8 week and so the data for this first 8 weeks may be a little off.

15. Lone Star College Kingwood

Steve Bullard

This could be a great opportunity for SFA, our president and the Chancellor of Kingwood want this to happen. Looking at transferring current agreement with the Woodlands to Kingwood.

16. Commencement/Faculty Attendance

Steve Bullard

Dr. Bullard said we should be understanding on which faculty attend commencement, in light of Covid19. We would like as many as possible but understand that faculty have a choice, particularly those with a compromised immune system.

17. Academic Calendar after Thanksgiving

Steve Bullard

On Monday, November 30, after thanksgiving break ALL classes will be online, please advise faculty. This has been added to the academic calendar.

18. Any Other Business

Dr. Bullard asked Dr. Himes to review the Cole Art Center policy and make necessary changes for the policy committee, this should go to the board for approval in January.

With the current budget issues we are being required to “buy back” every position required. Dr. Bullard said we are not out of the woods yet. We are struggling in ways that are not seen on the surface. For the first time they have included summer budget and adjunct budget. However we are adding a lot of adjuncts and there will not be enough money budgeted for that.

Not included in budget is summer pay for interim positions and overloads. These are typically paid from salary savings and this year we won't have them. Dr. Guidry asked are we sustaining the same percentage of budget cuts as other areas of the university.