

Academic Affairs Council
November 13, 2013

1. 2013 Grant Expenditure

Carrie Brown gave an update on grant expenditures over the last five years.

2013 IDC distribution Information

Carrie Brown gave an update on indirect cost distribution and use and formulas.

Bright Ideas Conference Announcement

Carrie Brown announced the date of the Bright Ideas Conference for next year will be May 1, 2014 and asked the deans to spread the word.

2. Cost of SHSU Degree

Monique Cossich

Monique had seen an article that Sam Houston State University (SHSU) were able to offer a Bachelor's degree cheaper than SFA and many other universities. After looking into this, Rachele Garrett discovered this is because of the way SHSU are reporting on their IPEDS report.

The instructions from the State for reporting clearly indicate that you report costs on 15 hours tuition however, they are reporting on 12 hours only. When we looked closely at the figures SHSU tuition is in fact higher than SFA.

3. Core Assessment Plan

Larry King

Dr. King distributed handout and explained new process of communication clarified/ Visual element change in rubric / Assignments in first set. Communication and critical thinking is due November 22nd. Any questions, should call Dr. King. Dr. Berry asked the deans to pass along this information.

4. Syllabi

Mary Nelle Brunson

Dr. Brunson explained what is required in syllabi.

Document should include:

Brief description of each major course requirement, including each major assignment and examination

The learning objectives for the course

A general description of the subject matter of each lecture or discussion

Lists of any required or recommended readings

It is law comes straight out of Texas education code.

It was suggested that we use the Teaching Excellence Center to teach new faculty on writing syllabi.

5. Graduate issues

Dr. Brunson reported there were some issues with the overlap program form which need to be addressed. There is no place for a department chair/head to approve – this will be added.

We recently had a student who had completed 39 graduate hours but did not have an undergraduate degree! This should not be able to happen.

The form also still mentions the GRE.

The necessary changes will be made to the form and sent out to the deans.

6. Policies

Out of State Course Delivery

As specified in Coordinating Board requirements, Dr. Murphy discussed with Heather Catton. With slight wording change this was *approved*.

Records Management

Shirley Dickerson is on the policy committee and discussed the changes in this, which included electronic files (email). Policy *approved*.

In-Residence Requirement

After some discussion and slight amendment this was *approved*.

Graduate Student Advisement

Policy *approved*.

Student Evaluation of Instruction

There was some discussion on the wording in this policy and after some changes, it was agreed it would go back to the Policy Committee for re-approval.

Performance Review of Officers Reporting to the Provost and VPAA

Policy *approved*.

All policies will be submitted to the board for approval at the January meeting.

7. Any Other Business

International Education Week November 11 – 15.

Senator Nichols will speak at Faculty Senate today, the meeting will be held in tiered classroom in the Student Center. Also John Calahan will be giving presentation on space utilization.

Dr. Betty Alford husband died, funeral will be held Saturday November 16th.

Heather Catton has been appointed International Director effective November 1, 2013.

Dr. Kwame Antwi-Boasiako's wife died, funeral will be held Friday, November 15th.

AACSB team visited College of Business, the visit went very well and received positive reviews. Dr. Franklin attributed it to a team effort.

Deans Only

8. Convocation Post Mort Discussion

- Monique discussed convocation and wanted feedback from the deans and their views on this year and how to move forward in future.
- Dr. Murphy said he would prefer to have just department meetings rather than college, as it means more to students that way. This is the way Fine Arts does it – works well.
- Students get discipline specific information, more useful.
- Also students go to department and find out where chairs office is etc.,
- Dr. Abbott did it that way also this year and received very positive feedback.
- Students can get information specific to their department and meet other students and talk to faculty.
- An hour for each event.
- Forestry goal to get students connected with other students, lots of student organizations.
- Science and math had one big college opening session and then smaller department break-out sessions.
- Give-aways at closing, encouraging students to stay.
- Monique asked the deans to think about dates for next year.
- Monique would like one person to communicate with her from each college.

9. Date of Next Meeting

Academic Affairs Council – Wednesday, December 11 at 10:00 a.m.
Followed by Academic Affairs Christmas Lunch at Shelley's Bakery