

Deans Council
January 4, 2023

The meeting began at 9:03 a.m.

1. **Approval of Minutes**

A couple of minor changes were made to the minutes from December 7, 2022 and then approved via email. Minutes are now posted on Academic Affairs webpage.

2. **Student Academic Dishonesty Policy (4.1)**

Andrew Dies

Andrew Dies came to discuss the student academic dishonesty policy because of changes going into the UT system. He explained that their policy states the Dean of Students will be the custodian of all such records. Andrew said they would be the first point of contact for academic dishonesty complaints, they would then reach out to the appropriate college dean for the investigation. Upon completion of the investigation all records would be held by Dean of Students.

Andrew asked the deans for their support in this change and asked that faculty members do not handle issues “off the books”. Training will be provided for faculty. Dr. Guidry stressed this will need to be communicated several times as this is a change for faculty. We will also need to remind the students of the process and change the language on all syllabus templates. This will be one of many changes in policies as we transition into the UT system.

3. **Cost of Living Increase**

Lorenzo Smith

The provost confirmed that Dr. Westbrook is preparing a plan for a cost of living increase for all faculty and staff, we do not yet know the amount but it will be a uniform % for everyone. The proposal will be approved at the January board meeting and go into effect in March 2023. Dr. Smith stressed this may only be part of what the final cost of living adjustment will be, which will be determined by the new president.

The deans asked about salaries for new positions, would they include this cost of living increase?

4. **Student Faculty Ratio (SFR)**

Lorenzo Smith

As written in Provost’s Message 2022_10, our overall student-to-faculty ratio (SFR) needs to increase as part of a campus-wide solution to achieve sustainable financial viability. The Office of Strategic Analytics and Institutional Research (SAIR) will provide to each dean 1) Confirmation of college-level SFRs as of the Fall 2022 census date, and 2) Projected Fall 2023 enrollment as of February 15, 2023 and as of June 25, 2023. (These dates are estimated.) Each dean will provide to my office two *Target SFR* reports for Fall 2023: a preliminary report, due March 15, 2023, and a final report due July 25, 2023. Each report should be limited to three pages (no less than 10 font). The Provost’s Office will provide a template as well as support for pertinent calculations and graphical representations. Reports should include a brief narrative on how the dean’s prescribed changes are expected to lead to an increase in their overall college-level SFR. (If an increase is deemed impossible, then provide justification.)

5. **Advisor Salaries** Marc Guidry
 Dr. Guidry has been asked to review advisor salaries, we should try to come up with a maximum ratio and be uniform across colleges. We introduced a salary ladder for advisors several years ago, with advisor 1, 2, 3 - should we seek a 4th level? Alisha stated that we need to look at the bigger picture – at salary grades with a common ratio with some flexibility for colleges. The main problem with advisors is that they are paid differently, but have the same job description.

6. **Associate Deans Forum** Kim Childs
 Dr. Childs would like to reestablish the Associate Deans Forum, this has not been held in several years. The item of advisor salaries, pay grades, caps could be something they could review. The deans had no opposition, Dr. Wurtz will name one of his directors to have a seat at the table.

7. **FY24 Budget** Lorenzo Smith
 Dr. Smith stated we are in a holding pattern as far as FY24 budget, we will move toward UT's deadline, which is earlier, they may have something set in place.

8. **Dual credit** Lorenzo Smith
 Dr. Smith is meeting with Dr. Westbrook and Rachele Garrett today concerning dual credit, in terms of backing off. There are still some PR issues to consider, further information to come.

9. **Policies** Hans Williams
 Policies were not reviewed, Dr. Williams suggested we put them on hold as there will be more changes to bring us in line with UT system. It was recommended that Damon Derrick come to our next dean's council to discuss this topic.

10. **PAMCAM** Lorenzo Smith
 Dr. Smith provided updated information on the model development of PAMCAM, and stressed if we lose enrollment or remain flat and if SFA does not receive a large amount of new external funding (like from LAR), then SFA will likely need to make cuts somewhere. For Academic Affairs, we should place significant focus on maintaining or increasing SFRs.

Meeting adjourned 11.03 a.m.

Attendees:

<i>Lorenzo Smith</i>	<i>Marc Guidry</i>	<i>Sharon Brewer</i>	<i>Alisha Collins</i>
<i>Kim Childs</i>	<i>Sheryll Jerez</i>	<i>Gary Wurtz</i>	<i>Tim Bisping</i>
<i>Dustin Knepp</i>	<i>Hans Williams</i>	<i>Judy Abbott</i>	

Guest:

Andrew Diez