

Deans Council
February 5, 2020

1. **Platinum Analytics Webinar** John Calahan
Caleb Tegtmeier, SFA's Strategic Solutions Consultant from Ad Astra Information Systems will visit SFA on February 17, and will be presenting the following sessions:
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|-------------------------|----------------------|--------------------|
| 8:30 a.m. – 9:45 a.m. | LAN-CAT Team | Human Services 321 |
| 10:00 a.m. – 11:30 a.m. | Directors and Chairs | Human Services 321 |

He will also be available that afternoon for individual college meetings if needed, either in the OIE office or Ferguson 375.

Erma shared information from the cabinet meeting yesterday; her office will release a promotion campaign for summer 2020. They will be making students more aware of summer and keeping in mind the 15 to finish initiative. A website dedicated to summer will be available with a comprehensive list of classes offered, calendar, meal plans, career opportunities, housing, etc. Information will be sent to the deans.

John stated that in summer 2019 there was a significant decrease in summer enrollment, in some cases 50% decrease. Erma said the Student Success Center will be more aggressive this year with the Jacks Pass Program, making intentional efforts to increase enrollment.

2. **Defining Academic Programs in Policy** John Calahan
John gave an overview of how we define academic programs in policy, (5.1) Academic Program Review is the only place listed. John provided documentation, which will be emailed to the deans. He explained some of the issues we may experience with our SACS reaccreditation due to the inconsistencies with our general bulletin and what is actually offered as far as certificates and programs. The official bulletin does not reflect the correct information. This needs to be fixed before our SACS accreditation. In summary it is difficult to explain what our academic programs are.

John made some initial recommendations to address some of the issues:

1. Develop a stand-alone Academic Program Policy (OIE, OIR, Dr. Guidry)
2. Adopt the THECB definition of Academic Program (Combine with #1)
Instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.
3. Apply the THECB consolidation requirements to all programs and concentrations (Combine with #1)
An academic program should consist of: 1) a common set of courses consisting of at least 50 percent of the major coursework taken by all students in the degree program; and a separate set of courses for the concentration(s)/track(s) consisting of fewer than 50 percent of the major coursework.
4. Align the general bulletin with the official program inventory and list concentrations under the specific academic programs (Cabinet Item)

5. Develop recommended course sequences (Pathways/Degree Maps) for all programs and concentrations and put them online (SB25 requirement) (Deans)
6. Reassign general bulletin oversight from University Marketing Communications to the Office of the Registrar (Cabinet Item)
7. Audit all certificates to align with THECB guidelines and identify certificate productivity and demand (Deans)
8. Only assess the official program inventory and necessary certificates that meet THECB guidelines and are productive (Deans, OIE)

John will provide some basic outlines for policy changes to Dr. Williams and the policy committee to address points 1 and 2. The issue of the general bulletin will be discussed at cabinet and the other items will be reviewed by the deans and discussed with their department heads.

3. **Scheduling Labs and Classes** Joe Shannon

Dr. Shannon stated that the policy is not being followed as far scheduling labs and classes, we currently have over 1500 meeting patterns.

Dr. Guidry would like to create a form to request classes outside of the normal times. Will discuss with ITS.

Dr. Guidry recommended that he, Joe and John come up with rationale to be used when offering classes outside policy. He also stated that we are pushing 15 to finish and we need to ensure there are courses available. Dr. Abbott said is concerned with course credit justification,

4. **Policies** Hans Williams

Out-of State Course Delivery (5.15)
Early Registration Priority (4.3)

Both policies were approved and will be submitted to the board for approval at the April meeting.

Dr. Williams said the committee reviewed the Emeritus policy (7.10) in reference to collegiality and did not feel the need for a change as this is in the current tenure and promotion policy. Three of the deans disagreed, and felt there collegiality should be included. Dr. Bullard will take this policy to Dr. Gordon for his final approval.

5. **Online Courses** Buddy Himes

Dr. Himes had several questions about online courses, he will send the questions to Dr. Guidry said that they would meet with Megan Weatherly and report to deans council.

6. **Adjunct Compensation Scale** Kim Childs

Dr. Childs asked for clarification regarding the adjunct compensation scale, which is determined by years of service, should this be years of service in general or at SFA. Dr. Abbott stated that in COE they state the years of service is specific to the academic unit. It seems that each college handles this differently and there should be clarification in the

policy.

7. **Addition to Faculty Contracts**

Brian Murphy

Dr. Murphy asked if there could be a statement added to faculty contracts – currently the contract term is September 1 – May 31. This has caused some questions when faculty are required to advise during the summer months and for new faculty when they are required attend faculty meetings in August. This will be discussed with General Counsel.

8. **Change to Academic Appointments Policy**

Sharon Brewer

A change was made to policy (7.2) Academic Appointments and Titles in October 2019, Sharon reminded the deans of the new classifications, Lecturer I & II and Senior Lecturer, and Clinical Instructor I & II, these should be listed on request for faculty contracts.

9. **Any Other Business**

Steve Bullard

Dr. Bullard gave an update on a number of issues discussed at cabinet. The deadline for reclassifications can be ignored, there will be a different process and more information and timeline will be forthcoming, Dr. Bullard will ask for further clarification at the next cabinet meeting.

Alisha reminded the deans of the two budget meetings and asked them to advise the chairs.

Friday, February 7 th	8:00 a.m. – 10:30 a.m.	BPSC Movie
Monday, February 10 th	2:00 p.m. – 4:30 p.m.	BPSC Movie Theater

Budget Deadlines:

April 6 due to VPs

April 16 due to budget office

May 16 budget update

Dr. Bullard stated there is a lot going on as far as actions and initiatives, such as LANCAT, Tiger Team, Anthony has created a spreadsheet to keep this information updated. Dr. Gordon wants better communication to the campus/update strategic plan website.

Dr. Guidry provided minutes from the most recent Reimagining Undergraduate Advising Committee meeting.

Dr. Murphy expressed concern at the number of curricular changes and having time to review them. He asked if Curriculog could be reopened after the April board meeting so that changes could start to be reviewed immediately, without waiting until the fall. We will ask Lynda Langham.

Alisha announced that following the campus budget meetings training dates and times have been scheduled with each dean and director. She stressed the importance for anyone who will be handling or helping in any way to attend these trainings. She will need to arrange security access with IT prior to the trainings, so please advise her of who will need this.

Alisha announced that the summer budget will be sent out this week, with a slightly different template. This information is due by March 2, 2020. Each dean will compile one list, rather than a separate list for each department. She is happy provide information/training if needed. For summer we will be reviewing Platinum Analytics and so the deans should refer to this data before submitting for approval. As stated earlier, Erma will be marketing summer, so we must have classes offered.

Dr. Bullard stated that enrollment is down 1.6 %, as well as semester credit hours; and so it is likely further budget reductions will be required.

Dr. Tareilo is coming back to work on a part time basis, working specifically on dual credit, working with Joe Shannon, Courtney Branton and Raquel Skidmore.

Dr. Bullard said nothing is official, but it does not look optimistic for across the board salary raises.

Dr. Sampson announced that the ORSG website went live yesterday.

Dr. Bullard provided clarification on the Distinguished Guests Policy, he had been asked about a dean talking to an alumni group, the president's office would need to be advised.

Attendees:

Steve Bullard

Marc Guidry

Sharon Brewer

John Calahan

Kim Childs

Alisha Collins

Buddy Himes

Pauline Sampson

Brian Murphy

Edward Kownslar

Erma Brecht

Anthony Espinoza

Tim Bisping

Hans Williams

Judy Abbott

Joe Shannon