

Deans Council - February 6, 2019
Hosted by College of Liberal & Applied Arts
Ferguson 273

1. **AAUW (American Association of University Women) announcement** Judy Abbott
Susan Reily from Elementary Education is the representative for AAUW and wanted to promote the event "Expanding Horizons" which is in its 25th year. They target middle school girls, providing information on future careers. The event is March 2, 2019 in the Twilight and Grand Ballrooms. Further information will be emailed to the deans.

2. **Adjunct Faculty Recruitment Longview** Joe Shannon
Dr. Shannon has planned an Adjunct Faculty Fair in Longview on February 21st 5:30 – 7:00 p.m. School district are considering adjunct, he provided a list of programs on offer and asked if the deans wished to add anything.

3. **Library Update** Jonathan Helmke
Jonathan Helmke gave an update on the Library and provided a brochure. He will also send an electronic copy to the deans.

4. **Policies** Kim Childs
Compensation from Grants/Contracts/other sponsored agreements (12.1)
Curation of Archaeological Collections (5.6)
Prohibition of Enrollment Inducement of Military Service Members (6.23)
Emeritus (7.10)
After discussion each of these policies were approved and will be submitted to the board for approval at the April Board Meeting

5. **Update on Regents Professor Policy** Hans Williams
Dr. Williams reported that the Regents Professor for 2018/2019 Dr. DawnElla Rust will give a presentation on April 23rd at 5:30 p.m. There will be no event next year as we are not naming a regents professor this year while the policy is being reviewed. A committee has been formed with representatives from each college and review of the policy will begin next week.

6. **QEP Update** Marc Guidry/John Calahan
The final survey for the QEP has been sent out to faculty, staff and students following last week's Town Hall, it will be sent out again before a final decision is made.

7. **Small Class Parameters**
Will be discussed at the next meeting

8. **Curriculum Reviews, Modifications, Approvals Policy**
Policy 5.7 will be reviewed and discussed in detail at the next meeting.

9. **Distance Education Faculty Competencies and Compensation policy (policy 7.9)**

Dr. Guidry stated it would be better to have a pool of money to use for innovation, rather than the standard \$1,000 per course for distance ed classes. Mary Smith and Megan Weatherly provided information from a survey completed in Spring 2015. The Distance Education Committee met and are making three recommendations:

Proposal 1: Standardize the definitions used institutionally to describe distance education.

These definitions will adhere to Texas Administrative Code (TAC) and THECB definitions, and in instances in which definitions are not provided by those entities, institutional definitions will be adopted.

Proposal 2: Update section number range assignments to reflect the above definitions as well as accommodate new options in instructional delivery modalities.

Proposal 3: Change the distance education fee (\$33 per credit hour) to all sections numbered 500 and higher.

Karyn Hall is happy to move forward with these changes, need approval from the deans.

Dr. Abbott is supportive of changing stipends for online classes. Dr. Bullard said we need to support innovation and this needs to be supported by the new president.

Dr. Murphy and Dr. Williams are the deans serving on the Distance Education Committee. Dr. Bullard asked them to review how other universities handle distance education, policy, charges, and reimbursement etc.

10. **Written Complaint Process**

We have no standard practice on keeping student complaints and findings, we need to have a system. This will be discussed further at the next Deans Council.

11. **Classes being assigned in non-approved rooms and/or scheduled at non-standard times**

John Calahan provided Ad Astra data on classroom usage. He will meet with each dean individually to review their college usage. Fall schedules are being built right now. This will be discussed at the next dean's council.

12. **Wait-list for students trying to get into classes not being used by most departments**

John Calahan reported that out of 2000+ sections only 600+ are using wait lists. Only 70 students used it this semester. Students do not know about it, we need to increase awareness.

13. **Academic Program Review**

Dr. Guidry asked the deans to send in their 10 year program review schedule if they have not already done so.

14. **Texas Academic Leadership Academy**

Steve Bullard

Dr. Bullard had provided the deans with information on the TALA and asked the deans to think about possible candidates.

15. **Census Day, February 6, 2019**

Steve Bullard

Dr. Bullard reminded the deans that today is Census day. It was established that the deans do not have access to the census report for other colleges and Dr Guidry will speak to Karyn Hall about giving deans, associate deans, and chairs access.

16. Any Other Business

Dr. Bullard announced that we are behind on our audit findings and we would be reaching out to the deans later this week for responses.

Dr. Bullard has decided to host an informal Breakfast with the Chairs, where they can come and talk to the Provost about any topic. The event will be held on Friday, February 15th an invitation will be sent out tomorrow.

Dr. Bullard asked if we could use some of the \$350k allocated for classroom upgrades in HEF last year to improve Zoom technology on campus. Zoom is very popular and helps build community with other students, each dean should be aware of what their needs are for Zoom.

Dual Credit students are not paying the distance education fee.

17. Date of Next Meeting

March 6, 2019

Hosted by College of Business

Attendees

Steve Bullard

Janet Tareilo

Marc Guidry

Buddy Himes

Brian Murphy

Tim Bisping

Hans Williams

Judy Abbott

Kim Childs

Pauline Sampson

Shirley Dickerson

Jonathan Helmke

Joe Shannon

Mark Sanders

Megan Weatherly

Mary Smith

John Calahan

Alison Reed