

Deans Council

April 19, 2023

Meeting started 9:03 a.m.

Minutes of April 5 were reviewed and approved by the deans and Provost and will be posted on the Academic Affairs webpage.

1. **STARS**

Sheryll Jerez

Dr. Jerez has received intentions to apply for STARS of \$158,500 (total is \$800,000 annual funding). The deans said the rapid pace and tight deadline of July 1 have made allocating these funds more difficult. Dr Jerez explained the deadline is flexible.

2. **Course seat demand analysis**

Marc Guidry/John Calahan

Dr. Guidry discussed course seat demand with deans and John Calahan provided detailed information with analysis using Ad Astra, available through mySFA.

Dr. Childs asked to re-look at small size classes. Dr. Guidry stressed we are still receiving many under-enrolled class requests. It was agreed we need further discussion on this topic.

It is clear that currently our course offerings are not sufficiently aligned with student demand.

There was discussion about not offering additional sections in popular classes, partly to help fill other classes offered by tenured faculty. Dr. Knepp expressed concern regarding tenured faculty getting their workload. Dr. Smith said we must offer what the students are demanding. If classes do not make, tenured faculty should be given a reassignment, with deliverables

3. **Summer Process**

Alisha Collins

Due to over-estimating summer/adjuncts we have available budget, which could be used for Study Abroad. We must use all the funds, we cannot leave any unspent. Additional requests for these funds should be emailed to Alisha by May 5.

Alisha met with the assistants to deans to discuss the new process for summer EPAFs. A web focus report will be created for each summer section and each department. HR will use this information for a mass upload of EPAFs. They were also advised faculty will be paid for each summer session with one paycheck (not spread over two paychecks) This will be communicated to faculty on their summer appointment letters. Alisha asked that all EPAF approvers ensure they have a proxy, especially as people travel over the summer.

4. **Student Code of Conduct**

Lorenzo Smith

The same language used by UTRGB would be added to the Student Code of Conduct HOP, establishing that Academic Affairs has the final call on issues. Joyce Johnston also has an addition and it will be sent to the president for final approval.

5. **Faculty Awards**

Lorenzo Smith

Faculty Senate has proposed additional research and scholarly activity awards, in addition to the Teaching Excellence Awards. These will be implemented next year, further details to follow.

6. **PIF Funds Reallocation**

Marc Guidry

Dr. Westbrook approved allocating PIF funds to colleges to incentivize meeting benchmarks in the QEP, as well as retention. Each college will receive a proportional share of the money up front this year, and will be metrics. Next year these funds will be awarded according to the benchmarks achieved. \$5,000 each will be allocated to the AARC and SSC with the remainder (\$90,000) split between each college.

7. **Librarians**

Lorenzo Smith

Dr. Smith gave a further update on our librarian status. UTS stated they must move to staff or, if they remain as faculty, should be affiliated with a college. The deans asked if this could be handled with attrition and grandfather the current librarians. Dr. Smith will discuss with UTS.

Dr. Smith will be sending out an updated Provost's message and went over each section with the deans.

Meeting adjourned 10.55

Attendees:

Lorenzo Smith

Kim Childs

Joyce Johnston

John Calahan

Marc Guidry

Gary Wurtz

Dustin Knepp

Sharon Brewer

Sheryll Jerez

Tim Bisping

Alisha Collins

Hans Williams

Christina Sinclair