

Deans Council

5/3/17

1. **Expanding Communication Skills Survey**

Chris McKenna

Dr. McKenna from the department of Business Communications and Legal Studies explained the survey he is working on. The survey has been sent to College of Business alumni and Dr. McKenna asked if he could contact the other college alumni to complete the same survey. Dr. McKenna explained the feedback he has received from employers and said that data from this summary would help us make changes to courses, particularly BCM247, to include skills that employees are looking for. All deans were in agreement and told Dr. McKenna to go ahead and contact their alumni. He will send a copy of the dummy survey to the deans.

2. **SOAR**

Mary Smith/Megan Weatherly

Mary & Megan reported on the recent Symposium on Arts and Research (SOAR) held at SFA, this combined both graduate and undergraduate research events, as well as ORSP in the same week. Feedback from the deans was requested. Received mixed reports on holding them all in the same week, some faculty and students stating it was difficult to attend all sessions. There was also a suggestion to move the event to early March and perhaps hold in the Cole Art Gallery, perhaps an evening event. Dr. Bullard suggested perhaps a sub-committee of faculty senate could review the options. The deans were asked to consider and we will discuss further at the August meeting.

3. **Alignment Meetings**

Mike Coffee

Dr. Bullard and Mike Coffee are meeting with each college dean and associate deans to discuss alignment. He must report back to the regents on this topic, which involves TAC202. Mike explained that we must follow federal standards, this will continue to get stricter with more rules people will be held accountable.

4. **Additional Commencement Ceremony**

Kim Childs

Dr. Childs expressed some concerns about the additional commencement ceremony that is being held on Monday, May 8th at 6.30pm in the movie theatre, BPSC. The event is for a number of athletes who are unable to attend the May 15th commencement because of game commitments for SFA. She felt the deans were not informed and both she and Dr. Abbott wanted to reiterate the academic importance of this event.

Dr. Bullard explained this additional ceremony is part of the transformative experience for our students and going the extra mile so they can be part of graduation. Dr. Bullard stressed that chairs and faculty were welcome to attend but were not required to.

5. **Financial Forums**

Dora Fuselier/Loretta Doty

Dora and Loretta explained information forums will be held monthly to keep everyone up to date on issues from the controller's office, such as HR, travel, purchasing. Each dean will be asked to name an individual to attend these meetings and report information back to the college/department. Loretta hopes this will improve communication. The first meeting will be held on May 23rd in the Wyatt Room 2.30-3.30.

6. **Faculty Activity Reports**

Judy Abbott

Dr. Abbott explained that a group of academic faculty and staff have met five times, as ad hoc committee looking at concerns with the current FAR. The two main recommendations from the committee are communication and continuous improvement. Dr. Abbott explained there has been limited communication with regard to digital measures. The committee was enthusiastic about what digital measures can do and the potential it offers

7. **Budget**

Dr. Bullard has received a number from the president for savings we need for the FY18 budget. The total amount is \$2 million, Academic Affairs share is \$1.172 million. Dr. Bullard will meet with each dean individually and discuss their college and what savings can be made.

What can we do to rearrange, take things off the table? We are taking the FY17 budget and compare to FY18 budget.

Dr. Bullard's hope is that once we have a plan to show Dr. Pattillo he could then release waivers allowing hires to be made.

Dr. Abbott stressed that even if we release waivers by next week it will be too late to hire full time faculty. There will be a direct effect on enrollment.

8. **Update on Orientation**

Janet Tareilo

Many people have stressed the importance of academic focus during orientation, that also came out as an action from the book reading. Friday, 6th May is the first transfer orientation, Dr. Tareilo will be attending, with the first regular orientation on June 14th. "Coffee with the deans" had been suggested previously but the deans would prefer to spend more time with students and parents, they felt that was more important.

9. **New faculty orientation**

Janet Tareilo

Update from committee. New faculty felt like they should meet three times a year. For the Foundations of teaching and learning they ask that Fridays lunch time is left

free on their schedule for the first semester. Suggestion to involve faculty senate .

10. **Advisors Career Ladder**

Janet Tareilo

Academic advisors career ladder information passed to deans, requires approval. The deans asked for salary range, Dr. Tareilo will ask HR to add as well as a statement “masters degree required.”

11. **Website**

April 24 Richards Carlsberg gave web presentation after the board meeting in the BPSC, to allow the deans to ask questions, make suggestions. Dr. Bullard asked for feedback. The overall feeling was a complete waste of time, they explained that RC simply retold what was presented in that morning’s board meeting, they only brought up the website on the screen for the last five minutes of the meeting. Dr. Bullard will discuss with Jill Still.

12. **Ombuds conference**

A conference call with the Ombuds person at UT Austin has been arranged for 11th May at 3pm deans are welcome to attend.

13. **Any Other Business**

- Dr. Bullard said that everyone is receiving the Ad Astra reports from John Calahan, he encouraged deans to use these reports as they have great deal of information. Apparently there is a program in Banner that can be switched on to help us, we will invite Monique Cossich and Lynda Langham to our next meeting to discuss.
- The Queens report, discussed at a previous meeting, deans were asked to think about how we can incorporate these and use across campus. We could hand them out at Showcase Saturday.
- We have received a renewal invoice for Turnitin.com which is around \$55,000 per year, he asked the deans for their thoughts on how much this is used. The deans confirmed it is used a great deal and they recommended renewal.
- Cycle for evaluations Buddy Himes
At our last meeting we discussed changing cycle for faculty evaluations, Dr. Himes has reviewed policy and there do not need to be changes, we just need procedures. Starting immediately the cycle for faculty evaluations will be as follows:

Feb 28, 2018

Faculty evaluations due for Fall 2016

AND calendar year January 1, 2017 – December 31st, 2017

Feb 28, 2019

Faculty evaluations for calendar year
January 1, 2018 – December 31, 2018

allowing us to evaluate new faculty for half a semester and also having the evaluations in line with staff. This must be communicated to chairs and a procedure will be forthcoming from the policy committee.

- Post tenure review
Post tenure review lists are due from each college by May 15th.
- Further discussion on whether we need policy for deans council, chairs forum and faculty senate. After some discussion it was only needed for faculty senate. Policy committee will move forward with that.

14. Date of Next Meeting

June 7, 2017

Attendees		
Abbott, Judy	Bisping, Tim	Berry, Ric
Brewer, Sharon	Brunson, Mary Nelle	Bullard, Steve
Childs, Kim	Coffee, Mike (part)	Dickerson, Shirley
Himes, Buddy	McKenna, Chris (part)	Murphy, Brian
Smith, Mary (part)	Tareilo, Janet	Weatherly, Megan (part)
Williams, Hans		