

Deans Council
May 3, 2023

Meeting commenced at 9:00 a.m.

1. Minutes were approved from April 19, 2023 and will be posted on the web page.

2. **Budget Update/Reminders**

Alisha Collins

The balance of one-time money is \$119,000 available until August. The deans should advise Alisha by May 5 of any further requirements for these funds. First payroll deadline is May 15. Alisha has a STARS meeting today with UT and will report back to the deans regarding how to move forward.

Alisha reminded the deans that we cannot award FY24 scholarships with FY23 money so any money left in 2023 should be fully awarded. A draft FY24 budget is due to Alisha by May 22, in order for her to submit it to the budget office by June 1.

Dr. Smith stated that our staffing and additional operating needs are around \$5 million. Dr. Wurtz stressed he will need an increase in budget for the new Fines Arts building. Alisha asked deans to project FY24 adjunct and overloads, and then split out how much of the total amount is related to a vacancy.

The deans should also project what they anticipate needing in one-time funds in FY24. We are assuming no roll forwards, the same as last year.

For submission to UT we will need to split out the budget by program code.

3. **HOPS**

Hans Williams

Dr. Williams and the policy committee have been working on converting polices to HOPs in line with UTS. The following were reviewed and discussed:

HOP 7.2	Academic Appointments and Titles
HOP 4.10	Substantive Change
HOP 5.1	Academic Program Review
HOP 5.2	Certificate Programs
HOP 5.10	Establishing Centers Institutes and Specialized Testing on Service Laboratories
HOP 5.14	English Proficiency
HOP 5.16	Professional Educators Council
HOP 7.1	Academic and Professional Qualifications
HOP 7.5	Adjunct Performance Evaluations
HOP 7.27	Student Evaluation of Instruction

All listed above were approved with a motion from Dr. Williams and second from Dr. Bisping with all deans in agreement to move forward to Damon.

The following HOPS require further discussion and the deans were asked to review in preparation for discussion at a future meeting.

- HOP Institutional Absences
(recommended name change to Class Attendance & Approved Absences)
- HOP 4.5 Designation of School Policy
(we have no clear distinction between a School and a Department)

It was stated that our policy “Academic Appointments and Titles” does not match UTS as they have many more definitions.

Meeting Adjourned 10.52

Attendees:

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