

Dean's council
June 6 2018

1. **New publications policy** Will Honea
Will Honea from the library explained new policy on publications. Any printed material we must retain, a copy should be sent to the library, such as newsletters, publications, etc., if intended to be distributed outside the university. He will send once a month to the State. Such documentation should be sent to the library within 30 days of use. This is NOT retroactive but IS effective immediately. The deans were asked to share with their chairs.

2. **Retention/Enrollment** Mary Nelle Brunson
SSC were here on campus recently and most associate deans were in attendance, Dr. Brunson distributed some useful information to the deans and explained it is available and easy to use. The tool is useful for reviewing information to follow up with students. Trina Menefee's role is administrator for SSC, Dr. Bullard would like a feel for whether colleges are using this. He would like an update from each dean at their monthly meetings. Trina will be providing some "lunch and learns" for faculty advisors, needs to be used effectively.

3. **Probation and suspension** Janet Tareilo
Dr. Tareilo distributed a report following failure rate for students, she will show the entire folder to deans for their information and to help with outreach program.

4. **Policy** Marc Guidry
Assessment of Institutional Effectiveness
Dr. Murphy was absent, this is a new policy that mirrors new SACS principles however, there was not much recollection from the other policy committee member and will be return for further clarification.

5. **Undergraduate Research** Pauline Sampson
Dr. Sampson provided a draft/goals for initial review, the deans were asked to review and respond to her. There are different steps to look at, what should be centralized and what de-centralized. Dr. Sampson is asking deans to identify someone to head this up; a budget has been included for realistic start. A stipend will be paid to the faculty member chosen.

6. **Graduate forms and G.A.'s** Pauline Sampson
Some forms that need to be changed. Core substitution request at college level - do we want to stay with this or standardize at graduate school level? Deans were asked for input, this will be finalized at next meeting.

Another form only at college level – "change of thesis dissertation committee membership" – Dr. Sampson believes it should be maintained by the Graduate School,

does suggested form meet needs of dean? Dr. Abbott said there appears to be confusion about graduate decisions, should dean academic unit be included, or should be handled by graduate office? Dr. Abbott believes college dean level should be included. These forms need to be on graduate school website? This will be reviewed at next meeting for decision.

Dr. Sampson thanked the deans for their help with the Grad Assistant budget. She should know a minimum amount available for G.A.'s for next year by next week and will be in contact with the deans.

7. **Outside Employment/Dual Employment** Judy Abbott
There seems to be some confusion regarding outside employment and dual employment, there is a difference between the two. A number of faculty have dual employment, serving as adjuncts at other State institutions, which makes them different from outside employment and requires board approval. We ask for this information on annual basis through MySpace, which Human Resources should submit report stating how many people in each college have reported outside deployment. Dr. Childs said there is an issue with this particularly with nursing faculty. Suggest combine policy. There is a form for one and not the other? Suggest email that goes out in August from HR should explain both.
8. **Advisor Career Ladder** Kim Childs
Dr. Childs said that she and other deans received a call from HR about reclassifying advisors to advisor III. HR understood this level would only be for one advisor (the lead). Dr. Tareilo talked to Katie in HR and confirmed this was NOT the intent and that there could be multiple advisor III if qualified.
9. **Lone Star** Janet Tareilo
Minutes from Lone Star meeting were provided by Dr. Tareilo, listing everyone the deans met with. Dr. Brunson reminded deans that our permission to offer off campus is only at Montgomery. Dr. Bullard would like a report on Lone Star offerings at dean's monthly meetings.
10. **University Wide Planning for Academic/Athletic Camps** Janet Tareilo
Dr. Tareilo provided information on summer camps at SFA for recruitment of these students and parents. We need to take advantage of these kids/parents being on campus, the deans will review the list.
11. **Orientation** Janet Tareilo
Changes have been made, so far enrollment is up on for Undergrads by 10% and Transfers 50%.
12. **Admissions Sheets** Janet Tareilo
Dr. Tareilo provided an example of Admissions Sheets, these need to be updated for

every program and returned to Brittany Beck and Janet Tareilo.

13. Program Cycle (time line)

Mary Nelle Brunso

Dr. Brunson provided timeline for program reviews. List of deadlines are posted on the website.

14. Retreat Ideas

Steve Bullard

Dr. Bullard asked for ideas on this year's Academic Affairs Retreat, scheduled for August 8, 2018. Should we have a retreat? Ideas to be sent to Provost. Will be discussed at next meeting.

15. FP&C report

Steve Bullard

FP&C report should be ready next week, the consulting company are working on some major issues. Their recommendations have not been discussed with regents yet. Further details pending.

16. Any Other Business

Annual SACS meeting is scheduled in New Orleans for December 8.

Dr. Abbott is testifying to Higher Education committee in Austin tomorrow on Competency Based Education in hospitality.

Dr. Bullard has met with each of the deans to work on their budgets; we should have more information next week.

Dr. Guidry said that Panola College stated UNT will accept 88 transferred hours, we allow 66 hours.

Commissioner Paredes will be on campus in October and will want to talk to faculty and Students about student success.

2018 Almanac is available at Coordinating Board website.

Will Honea new state publications policy.

Attendees

Steve Bullard

Janet Tareilo

Sharon Brewer

Mary Nelle Brunson

Kim Childs

Mark Barringer

Marc Guidry

Pauline Sampson

Jonathan Helmke

Will Honea (part)

Hans Williams

Judy Abbott

Tim Bisping

Buddy Himes