

1. **SFA Alumni Communication Skills Survey** Chris McKenna  
CM shared results from a communication skills survey conducted, more detail on each college is available. The deans also want to receive results from other's colleges.
2. **Graduate Admission electronic work flow** Pauline Sampson/Meredith Baily  
Graduate School have introduced an electronic graduate school admission process to improve current procedures. Program coordinator will receive weekly reports, automated email confirmation will be sent as well as information in MySFA. An email will be sent out to the academic units announcing this.
3. **Updates from Project Management Team** Lynda Langham/Meredith Baily  
Update on Texas Common Course Number System (TCCNS) information available at [www.sfasu.edu/tccns](http://www.sfasu.edu/tccns) College level approval timeline is available online as well as update on SIP codes.  
  
Currently use single summer parts of term – there are downsides to having three separate parts therefore we are going back to one summer term. This will take effect summer 2021, the summer schedule will need to be rebuilt. Faculty and staff will need to sign up for training. Time line for approval at July board meeting, provide feedback to Meredith Baily.  
  
BM stated common course numbering, may make some of our upper level move down to lower level. Field of study (FOS) is making us look at this differently.
4. **Commencement** Steve Bullard/Lynda Langham  
Dr. Untiedt will no longer be able to announce names at commencement, we are adopting a new program called Marching Order, no need for real person to announced, should improve students hearing and understanding. This is used by several other institutions and has excellent reviews. The only downside is that when someone does not show up, their name will still be read. No additional cost. Lots of advantages and no disadvantages. Should announcer be male or female? The deans were asked for feedback.
5. **Strategic Plan Update** Megan Weatherly  
MW gave an update on the strategic plan. A new copy of the enrollment management report is now available, there are limited printed copies but can be viewed online, behind our sign in screen. This is not for public distribution and will always be a working draft, as updates are continually made. MW gave an update on what each team are doing. We have two upcoming VP panels; November 1, 2018 and February 12, 2019 at 2pm. These will be lived streamed and recorded. If you missed the first one held on September 13<sup>th</sup>, this can be viewed online. Any questions should be relayed to MW.
6. **Recruit Undergraduates for Graduate School** Pauline Sampson  
PS would like to talk to 400 level classes to recruit for graduate school, asking permission from deans before approaching chairs, will require 5/10 minutes of class time. The message will be, to consider continuing SFA graduate program, PS can share spreadsheet detailing those classes involved. Deans were asked to email PS and let her know if she can proceed.
7. **Graduate Assistants** Pauline Sampson  
PS stated the allocation for G.A.'s not been reviewed in some time, recommendation on how to allocate. This will be reviewed and discuss at future meeting, any changes need to be communicated as soon as possible.
8. **Policies** Kim Childs  
The policy committee are reviewing the faculty compensation policy; there may be an issue with the wording for summer. The current wording has not been followed for several years. After some discussion Dr. Bullard asked the deans to discuss this and bring back to deans council. He also asked the policy committee to review the export control policy.

The following policies have been reviewed by the policy committee and come to deans council for approval:

Class Meeting Times (4.12)

Minor edits made. Approved.

Kennedy Auditorium (16.14) Approved  
Faculty Code of Conduct (7.11) Approved.  
Oral English Proficiency Program (5.14) Minor edits made. Approved.

These will be reviewed at the January 2019 board meeting.

9. **Parents Weekend** Kim Childs  
KC as well as other deans are very concerned about Parents Day, lack of communication, only one of three tables for academics. A Planetarium Show was offered on Friday but no-one showed up, parents thought it was Saturday. All agreed it needed improvement. Dr. Bullard stated this is a student run event by RHA. He suggested he and Dr. Childs meet with Dr. Westbrook and Winston Baker to discuss.
10. **Community College Relationship Protocols** Brian Murphy  
MG is meeting with a group to discuss getting 2+2 degree maps on enrollment management website, updates will be forthcoming.
11. **Co-Branding program** Brian Murphy  
We do not have policy or mechanism in place for co-branding. SB asked if there was support from dean's council for these ideas. SB and BM will discuss further at next monthly meeting.
12. **Psychology Graduate Certificate** Marc Guidry  
Approved by Graduate Council - 18 hours in specific discipline above graduate program, allowing them to teach. These certificates will be stackable, and would require no new faculty or resources. All deans approved, this will be submitted for approval at October board meeting.
13. **Syllabus/Resume Updates on line** Marc Guidry  
A review by Institutional Assessment office of a random 10% of syllabi was conducted and in approximately 5% the syllabus was missing, deans need to work with chairs to improve this. It is a state law. In most cases syllabi not very descriptive as far as readings/assignments. MG stated a lot of information is entered into D2L. Mary Smith and John Calahan are looking at the possibility of pulling information from that.
- This was not a requirement during the last SACS audit - now it is and they will be reviewing.
14. **SACS Update** Marc Guidry  
We have a number of proposed QEP topics that will be discussed at upcoming town hall meetings on  
November 15, 2018 - 3:00 p.m. – 5:00 p.m.  
January 30, 2019 - 3:00 p.m. – 5:00 p.m.
- MG reported the statue to make students aware that if they have criminal history they might not receive OCC license has been addressed by having students who choose these majors required to sign a declaration.
15. **Tenure & Promotion & Post Tenure Review**  
Changes have been made to tenure and promotion policy, BM asked what policy should be adhered to as far as tenure and promotion. It was agreed the faculty member should adhere to policy in place at time they came to university, after that time, follow current policies.  
Clarification was made regarding post tenure review date.:  
Six FULL years after the last review date  
Last review date is last time tenured/post tenure review/promoted/returned to teaching from admin position  
Therefore, someone reviewed in 2017/2018, the date of the post tenure review listed as 2018  
The next review will be after completion of six years later – academic year 2024/2025  
The review will be in line with tenure and promotion deadlines and therefore be effective fall 2025 (going into 7<sup>th</sup> year)
16. **Regents Professor policy – next steps** Steve Bullard  
A separate meeting will be held to discuss in detail, currently we have postponed applications for this academic year .

17. **AASCU winter meeting “Leading Change”**

Steve Bullard

February 7-9, 2019, Florida

advised deans of this meeting, as well as SACS – December 8<sup>th</sup> – 11<sup>th</sup> in New Orleans.

18. **Any Other Business**

Commission Paredes and Rex Peebles will be on campus Wednesday October 10. Fourteen faculty members will be meeting with him these have been arranged by Jason Reese, Chair of Faculty Senate, Megan Weatherly will represent adjunct faculty.

Dr. Bullard announced that we have permission to hire a Budget Analyst for Academic Affairs, this has been a long term need and hopefully we should be filling this position soon.

Dr. Bullard reminded the deans of the 1pm meeting today concerning family friendly university.

19. **Date of Next Meeting**

November 7, 2018

*Attendees:*

*Chris McKenna*

*Gary Wurtz (on behalf of Buddy Himes)*

*Sheryl Jerez (on behalf of Hans Williams)*

*Brian Murphy*

*Kim Childs*

*Marc Guidry*

*Sharon Brewer*

*Steve Bullard*

*Judy Abbott*

*Tim Bisping*

*Anthony Espinoza*

*Pauline Sampson*

*Jonathan Helmke*

*Megan Weatherly (part)*

*Meredith Baily (part)*

*Travis Killen (part)*

*Rich Barnhart (part)*

*Lynda Langham (part)*

*Sabrina Delaney (part)*

*Tierney Twigg (part)*