

Deans Council
November 3, 2021

1. **Minutes**

The last two dean's council minutes will be sent via email to the deans for their approval. Going forward we will approve minutes at the next scheduled meeting. Minutes are available to view online at <https://www.sfasu.edu/acadaffairs/committees/deans-council>

2. **Probation Intervention Program**

Trina Menefee/Ana Jefferson

Trina and Ana provided information on an intervention program they have implemented in the College of Sciences & Mathematics. Ana was hired specifically for this reason and manages the program, which has been very successful. Other colleges were interested in this model, but would require hiring more advisors.

3. **Student Success Gateway**

Jonathan Helmke

Jonathan recommended a type of "one stop shop" located in the library, connecting students with librarians to answer specific questions, help with advising etc. They would also look at retention in terms of follow-up care with students. His suggestion was to make the first floor a student support Gateway. Part of the proposal was three new hires, which raised concerns with several of the deans. There was also concern the librarians would not have the breadth of knowledge to answer all concerns. Dr. Abbott said if we could free up the advisors from some other tasks, that would allow them more time to help students.

4. **QEP**

John Calahan

John reminded the deans of the five function steps of our QEP:

- Create ideal degree sequence
- Continually analyze course demand
- Actively monitoring registration
- Informed proactive advising
- Creating student centric schedules

He explained how to look at the data in Platinum Analytics and gave some examples, stressing that if we are being intentional about students graduating on time, we need to look at the data, look at who is being productive and who is not. We can use the data to look at our demographics and where we can improve things, we should not weight freshmen students down with upper level classes (for which we do not receive full funding). The data may be helpful for professional advisors, the deans stressed that advisors may not be using these tools as they do not have time, which came back to the topic of taking off some duties of current advisors, allowing them to spend time in the data. John also discussed the continual curriculum changes and the issue of substitutions. Dr. Guidry and John will look at this in more detail and get back with the deans.

5. **Policies**

Judy Abbott

Judy explained changes on the following policy.

English Proficiency 5.14

After discussion with the deans several minor changes were made to the wording and these were

all approved via email, the policy will go to the board for approval at the January meeting.

Combined Scheduling & Room Assignment 4.12 & 4.13

These two policies have been combined and there was major discussion, including with John Calahan. Several further changes were made and all final changes were approved via email, the policy will go to the board for approval in January.

6. Summer Budget

Alisha Collins

Alisha provided the deans a full list of vacant positions for FY22 budget, and asked them to review prior to this meeting. Dr. Smith also shared the list with Chairs Forum yesterday. We will move ahead with our budget requests, but reallocation is really our only way to move forward, without increased revenue we have to find the funds to fill a position, a hiring replacement form was also sent to the deans. Alisha asked that if a position is approved through discussion with Dr. Smith, please follow up with an email with Alisha, this will improve communication flow.

The deans were reminded that their college allocation is completely interchangeable, Alisha asked how tracking was going, have deans allocated funds for summer, as this is included in their total budget. Alisha is still working on salary savings and should have those transferred in the next couple of weeks. There should be no need to bring a summer budget request to the board, we need to ensure enough funds are reallocated to meet summer demand. Dr. Smith said we could use one-time funds to supplement our summer budget for FY22 if needed however, we will not have that luxury for FY23 and therefore need to project how much will be needed for summer. Our last summer budget was \$3 million, including benefits.

7. Graduate Assistants

Freddie Avant

In reviewing SFA policy and looking at the last three years of budgets, we have not been hiring Graduate Teaching Fellows (GTF) at all. Dr. Avant asked the deans how colleges are using funding with regard to fulfilling needs, the graduate assistant budget has not increased since 2016. GA requests were the most prioritized requests, but with no increase in funding. Dr. Avant plans to request additional funding for FY 23, there needs to be move investment in graduate assistants. Dr. Sanders stated that CLAA use GTF, funding is from the adjunct pool, which then opens budget for graduate assistants. Hiring GTFs instead of adjuncts would have benefits; allow them to use LEAP, and so they would be taking classes and contributing. Now that deans are using own budgets, we need to look at what we are spending on adjuncts, by hiring GTF, this would free up more money for GA's.

Attendees:

*Lorenzo Smith
Sharon Brewer
Marc Guidry
Alisha Collins
Kim Childs*

*Freddie Avant
Hans Williams
Tim Bisping
Gary Wurtz
Mark Sanders*

Guests:

*John Calahan
Trina Menefee
Ana Jefferson
Jonathan Helmke*