

Deans council
December 4, 2019

- 1. Course Add/Drop Policy (6.10) Tiger Team** Lynda Langham
Lynda Langham reported on behalf of the “Tiger Team” who have been charged with looking at barriers to registration for students. A potential barrier exists in this policy (Course Add/Drop 6.10), in the very first sentence it states, “students are able to register online only up to 2nd day of a short semester and 4th day of a regular semester”, after which time they must go to professor for a permit, then to the registrar’s office. Lynda reported that most universities allow online registration up until the registration deadline. Dr. Guidry pointed out that the later a student gets into a class, the worse they do. This maybe decided by discipline. After discussion it was decided that Dr. Williams would take this to the policy committee for review.

- 2. Formal Written Complaints** Meredith Bailey
Meredith explained a new formal written complaints form available online, there will now be a single form for reporting and resolution, which is a SACS requirement. Meredith will send information and instructions to the deans and asked that formal complaints are backdated to January 2018.

Meredith also introduced a new online advising form, because of the reimagining undergraduate advising committee. Lisa Stone who is part of that committee explained how it works and explained that the College of Education have been using this for 18 months. If colleges are interesting in adopting this they should contact the PMO office. They will be added to a wait list and demonstrations can be provided.

- 3. Student Achievement Dashboard** Karyn Hall
Karyn provided information on the Student Achievement Dashboard, which can be found at: www.sfasu.edu/ir.

- 4. LANCAT update** Steve Bullard

Dr. Bullard asked if the academic unit head can be added to this team website?

This was discussed this at Chairs Forum on December 3, several chairs were not happy about course availability. Dr. Bullard asked the deans to remind them that we need to be student centric. Dr. Bullard also explained that classes can have caps, but we must ensure we do not artificially cap them.

- 5. Policies** Hans Williams
A new policy review cycle was introduced, extending the time between review of certain policies. This was approved by the dean and will be sent for approval to Damon Derrick.

The following policies were discussed :

Curriculum Reviews, Modifications and Approvals (5.7) **minor edit, Approved.**
Professional Educators Council (5.16) **Approved**
Part-time Faculty (7.21) **Approved**
Faculty Disagreements (7.25) **Minor edits, Approved**
Student Evaluation of Instruction (7.27) **Approved**
Performance Review of Officers reporting to Provost/VPAA (4.8) **Approved**
Course Scheduling (4.13) **Policy Tabled**
Library Faculty (7.17) **Approved**
Academic Facilities for Non-Academic Activities (16.1) **Policy Tabled**

6. **RCA Recognition**

Pauline Sampson

Dr. Sampson said the RCA is the largest internal grant, when we know who are receiving them, she would like to recognize the individuals at the college spring opening.

7. **Comprehensive Report, Thesis, Dissertation, Exhibition Report Procedures**

Dr. Sampson asked for approval for change in procedure, this document is not required by the graduate office and sometimes causes a delay because of waiting for signatures. It was agreed this would no longer be required.

8. **Report from the Graduate Student Experience**

Dr Sampson provided copies of the report from this adhoc committee. Dr. Bullard asked how we should move forward on this. Dr. Sampson will arrange a meeting early in January with other members of the team, deans, associate deans and unit heads. On December 5, Dr. Bullard and Dr. Gordon will be presenting to the graduate program coordinators.

Dr. Murphy said he would like to see the percentage of graduate students that were previously undergrads at SFA, also what proportion of our online students go on to be grad students, what percentage are full time on campus. Dr. Sampson will send a full report to the deans.

9. **Curriculum Changes**

Kim Childs

Dr. Childs said we are all experiencing changes with Curriculog and felt the December 18th deadline for changes would be difficult to achieve. Dr. Guidry extended the deadline to January 31, 2020.

10. **Online Adjuncts**

Marc Guidry

Dr. Guidry advised of some useful resources for department heads looking for online instructors, such as “increasing connections”

We also have adjunct pools available on our HR website, faculty applying can keep their resume/application/transcripts on line for a year without having to resubmit. You can use these pools both for regular and dual credit classes. You must use the same FOP and position number for the adjunct pool posting and HR will provide a new position number.

Dr. Guidry advised of five videos available that could be used for on boarding remotely.

11. Advising Assessment Accountability

Marc Guidry

Dr. Guidry has formed a committee, reviewing how we conduct undergraduate advising. The group are meeting every two weeks and have representation from across campus. Not all advising offices are completing assessment of the advising units. The committee have come up with the following recommendations:

- Establish a satellite dual advising model
- Provide training for faculty mentorship
- Allow for flexibility
- Calculate number of professional advisors
- Implement triaging
- Early Alert System
- Advising dividends

12. The Faculty Trust Model, Core Curriculum

Christina Sinclair

Dr. Sinclair has chaired the Core Curriculum Assessment Committee for the last couple of years. They are proposing a new approach called The Faculty Trust Model, an outline is listed below and details were given to the deans:

This approach compares the evaluations of upper-level students (using a rubric with the faculty evaluations of lower-level students (grades). The plan requires the comparison of the two specific streams of data.

The new approach adheres with THECB and SACS requirements. The deans were asked to vote on adoption of this new model. Details will be sent to the deans and final vote will be completed electronically.

13. Date of Next Meeting

January 8, 2020

Attendees:

*Steve Bullard
Marc Guidry
Sharon Brewer
Kim Childs
Buddy Himes
Brian Murphy
Hans Williams
Tim Bisping
Judy Abbott
Alisha Collins
Meredith Baily
Lisa stone
Paul Henley
Lynda Langham
John Calahan
Anthony Espinoza
Erma Brecht
Christina Sinclair*

Karyn Hall
Lisa Stone
Jonathan Helmke
Pauline Sampson
Hollie Gammel Smith
Kirsty Dymond
Brad Fox
Stacy Hendricks