

Deans Council  
October 7, 2020

- 1 **Student Survey - 8 week courses/  
potential questions** Karyn Hall  
John Calahan/Megan Weatherly

This item came up following the town hall meeting, Karyn, John, Megan have been looking at options and have produced some draft questions. Initially it was thought this could be added to the end of course evaluations for first 8 week term this fall. However, because of the timing this is not possible. They have been working with ITS and will add these at the end of the actual 16 week term. This will wrap up fall part of term 1 and 2 at the same time, will be for graduate and undergraduate students,

Karyn will send the proposed common questions to the deans for their review and asked them to encourage completion of the survey. Pauline is also completing a survey on graduate students only.

John Calahan said they will also be looking at how fast the 8 week term fills opposed to 16 week, look at students who took 8 week course and drop them, try to identify if they took another 8 week. We have a number of students who had signed up for 16 week and were automatically transferred to 8 week, we will look at those. Grades will be compared. Looking at how students do in 8 week pre-req. classes compared to 16 week pre-req.

- 2 **Using Qualtrics** Karyn Hall  
Our existing course evaluation software has limiting factors in terms of flexibility of the product, Karyn discussed potential for using additional feature in Qualtrics, which creates more dynamic preparation and results distribution for course evaluation. This would entail utilizing existing software, but upgrading to an additional model. The deans were asked for feedback. All deans were supportive of using Qualtrics and using a common set of questions.

Common questions will be discussed at a future meeting, Dr. Bullard said we will start with the common Stamford set, which are directed at student learning, Brian Murphy will forward to the deans.

- 3 **Core course offerings** Joe Shannon  
The second 8-week term starts October 15, Joe Shannon said that some classes are already closed. The limiting factor being room size and technology issues. John Calahan said he is always available to find rooms, also because all courses will be online after Thanksgiving it is kind of a moot point. Dr. Bullard asked Joe to be more forceful with department chairs, in getting these classes open.

- 4 **Block scheduling for core classes** Joe Shannon  
A number of faculty members have said it is difficult to schedule other classes with the 8-week schedules. Dr. Guidry had suggested block scheduling for core courses, this had previously be recommended by Dr. Sanders (his proposal will be sent to the deans). John said there is a tool in Platinum Analytics what will help with this and will be

available next semester, if used it will be very helpful.

5 **Plans for Spring Schedule**

Tim Bisping

Dr. Bisping asked about plans for the spring. We do not have much information, but as far as we know we will be offering face to face classes, as we did in the fall. A schedule of semester start times is available on the Academic Affairs webpage, which includes MLK day, Good Friday and Spring Break.

6 **Policies**

Tim Bisping

Turner Auditorium (16.30)

Minor changes on how to reserve policy, Dr. Himes had recommended no changes. Dr. Bullard suggested we reference our health and safety policy. Dr. Bisping will make this edit, and with that the deans approved. The policy will be sent to the October board meeting for approval.

7 **Handling tenure and promotion files during COVID pandemic.** Brian Murphy

Upon request from Dr. Murphy, Megan Weatherly has been looking at some options to submit tenure and promotion files electronically due to Covid. The process is fairly simple to be adopted and any deans wanting to do this, should contact her. It would necessitate an individual in each college to handle the files.

Megan agreed this was a temporary solution for now, the long term solution was explained by Karyn Hall and is done through Digital Measures. Dr. Abbott has been using that process for the last couple of years and by next year all tenure and promotion files in her college will be submitted that way.

The college of Education and Fine Arts also submit administrative evaluations via Digital Measures.

If the deans would contact Karyn Hall she can start working on this for other colleges for next year. This will be discussed future at our next meeting.

8 **Degree Plans**

Pauline Sampson

Pauline said that the Innovation Team are looking at placing undergraduate degree plans on a common site on the SFA website. There has been some discussion about adding graduate degree plans, the Graduate Council had mixed reactions. Dr. Sampson wanted deans input and asked to email their thoughts to her.

9 **Recruitment of our own high performing students**

Pauline Sampson

Dr. Sampson provided an update to the document concerning recruitment of our own high performing students, she would like to start in March. It would entail faculty nominating students to Graduate Office, so they could contact directly and get early admission. This will be discussed further as we get closer to March.

10 **Office cover/telecommuting**

Kim Childs/Steve Bullard

Dr. Childs asked about office cover during times when all staff in a department are telecommuting due to Covid. Obviously under these trying times there may be situations where there is no one physically in the office, although the phones are transferred. In

that instance a note should be left on the door telling students to call to schedule an appointment via Zoom.

**11 Open positions**

Steve Bullard

Dr. Gordon said in the Town Hall the earliest there will be a decision on replacing open positions would be February, that is because Academic Performance Solutions will be running by then.

Dr. Bullard reminded the deans that when they have a key staff position open, to please look at every option to cover that position. We do have latitude to move someone to another position, even another department, if at same salary level. Any questions on changes should start with Alisha Collins.

**12 Any Other Business**

There is an additional cost associated with proctoring, Megan has looked into this, we may be under-proctoring in hybrid and hy-flex classes, according to Coordinating Board and SACS definitions.

She said that the DE fee is only charged when a course is 100% online and therefore not enough funds to cover every class with 50% online to be proctored.

Dr. Bullard asked for more information on this before next Wednesday, and he would discuss with Dr. Gordon and Dr. Gallant.

Dr. Williams said there is an issue with Ph.D. students taking 5000 level in other departments that do not have a Ph.D. program, this is an issue with formula funding and reporting. The solution is to create independent study 6000 level for these students. This would mainly involve the College of Sciences and Mathematics, Dr. Childs said she would be happy to accommodate that.

On Wednesday 14 October, Dr. Bullard, Dr. Gallant and Dr. Gordon will visit the board at Polk County, in a view to SFA offering courses there.

Dr. Bullard has drafted a letter to Lone Star Kingwood, proposing we move our payment from the Woodlands to Kingwood.

Dr. Bullard stated that deans should attend all five commencements in December, wherever possible. If there are conflicts they should find a replacement.

The Tiger Team raised an issue with the calendars, we have dealt with this for many years and there is frustration that we cannot have one calendar for everything that happens on campus, including enrollment deadlines, payment dates, etc. Erma and Anthony are looking at this. John Calahan said he has sent examples to ITS how Ad Astra could be used for this solution.

Dr. Gordon is holding a cabinet retreat on Friday October 16, which will mostly focus on enrollment and recruitment for 2021. Dr. Bullard asked Dr. Gordon if he will do a similar event with the deans and he said yes, Erma will be involved also.

The library is now open until 2am, Jonathan Helmke is taking one of the shifts so he can see firsthand numbers and reception.

Jonathan will be offering some OER workshops if faculty would be interested, they will be college specific.