



# REPORT TO THE BOARD OF REGENTS

May 7, 2021

Meeting 344

STEPHEN F. AUSTIN  
STATE UNIVERSITY

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**BOARD OF REGENTS MEETING 344**

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# OPEN MEETING NOTICE

**Stephen F. Austin State University  
Board of Regents Board Meeting and Committee Meetings  
Nacogdoches, Texas  
May 7, 2021  
Meeting 344**

The Board of Regents of Stephen F. Austin State University will convene a videoconference Board Meeting in Committee of the Whole on March 4, 2021 at 11:00 a.m. according to the following agenda. To view the livestream of the meeting at: <http://www.sfasu.edu/about-sfa/board-of-regents/meeting-information>.

**FRIDAY, May 7, 2021**

**11:00 a.m.**

**CALL TO ORDER IN OPEN SESSION**

Welcome and Roll Call

Presentation and Board Action on Agenda Items 1 and 2:

1. University Training System Software Contract
2. Policy 6.10 – Course Add/Drop

**ESTIMATED ADJOURNMENT OF BOARD MEETING**

(approximately 11:30 a.m.)

Where appropriate and permitted by law, Executive Sessions may be held for the above listed subjects (Section 551.071). Possible action may be taken in Open Session on matters considered in Executive Session. Further details regarding the posted agenda are available for public review in the Office of the Board of Regents, Austin Building 310, and Telephone (936) 468-4048.



Stephen F. Austin State University  
Board of Regents  
Meeting 344  
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**Stephen F. Austin State University  
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**ROLL CALL**

**Regents**

Karen Gantt, Chair  
Tom Mason, Vice Chair  
Jenn Winston, Secretary  
David Alders  
Robert Flores  
Brigettee Henderson  
Judy Olson  
Laura Rectenwald  
Nancy Windham  
Ireland Bramhall, Student Member

**Administrators**

Scott Gordon  
Damon Derrick  
Gina Oglesbee  
Erma Brecht  
Steve Bullard  
Michara Delaney-Fields  
Anthony Espinoza  
Brandon Frye  
Danny Gallant  
Graham Garner  
Ryan Ivey  
Jill Still

## UNIVERSITY TRAINING SYSTEM SOFTWARE

### Explanation:

The university's Executive Oversight Compliance Committee appointed a task force to select one university training platform to improve the delivery, format, and content of required university trainings. This assignment was a result of a university-wide training audit which was reported to the Board at the July 2020 meeting. Currently, the university utilizes multiple training systems which does not allow for a comprehensive and timely training record for employees.

The University Training System Task Force worked with the Project Management Office to issue a Request for Proposal (RFP) for training system software. Four companies responded to the RFP. After reviewing the demonstrations and financial proposals of the three respondents that met the selection criteria, the task force selected PeopleAdmin as the new training platform.

PeopleAdmin is a comprehensive talent acquisition and management system. The university's Human Resources department currently uses PeopleAdmin for job posting, applicant tracking, pre-employment training, and employee onboarding. By utilizing the PeopleAdmin training platform, along with integrated upgrades in the functionality we currently use, Human Resources will be able to improve training processes and gain efficiencies in all areas of electronic applicant tracking and onboarding, electronic personal records, and performance management.

The current training platform contract will expire December 31, 2021. In order to provide adequate time for implementation of the new training platform, it is recommended that SFA enter into a contract with PeopleAdmin as soon as possible.

An analysis was done to compare the cost of continuing with separate current software contracts for training and talent management to include increased licensure for student employees. The proposed single comprehensive software solution will enhance current functionality, improve efficiencies, and provide connectivity into our existing ERP system.

### Recommendation:

The administration recommends the administration be authorized to contract with PeopleAdmin for a combined talent management and training software agreement including implementation and associated maintenance costs for a

period of 5 years, through April 2026, at a cost not to exceed \$785,000, using the Higher Education Fund and/ or designated funds. The administration further recommends the President be authorized to sign the associated contracts and purchase orders.

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Course Add/Drop

**Policy Number:** 6.10

**Is this policy new, being reviewed/revised, or deleted?** Review/Revise

**Date of last revision, if applicable:**

**Unit(s) Responsible for Policy Implementation:** Provost and Vice President for Academic Affairs

**Purpose of Policy (what does it do):**

**Reason for the addition, revision, or deletion (check all that apply):**

Scheduled Review       Change in law       Response to audit finding

Internal Review       Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Updates to address new semester part-of-terms; clarification on dropping and adding.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Academic Affairs Policy Committee  
Steve Bullard, Provost and Vice President for Academic Affairs  
Damon Derrick, General Counsel



## Course Add/Drop

**Original Implementation:** April 27, 1986

**Last Revision:** ~~January 29, 2019~~ February 1, 2021

Students may add courses through the ~~second-class~~second-class day ~~during the summer semesters~~of parts of term less than 16-weeks and through the ~~fourth-class~~fourth-class day ~~during the fall or spring semesters~~of 16-week parts of term. For cases in which special permission is granted by the academic unit, students may add classes up to the official census date for the part of term in question. ~~Students adding classes on or after the first day of classes may be required to pay certain late add/registration fees as noted on the SFA business office website. Academic unit chairs/directors will reconcile class schedules by the official reporting date.~~ Students may drop a course or ~~(dropping from one or more but not all of their classes)~~ classes through five working days past mid-semester or mid-session as applicable~~the last day to drop or withdraw. The last day to drop or withdraw is 5 business days before the first day of final exams for the appropriate part of term. A student may not drop a course or withdraw from all courses until the fifth business day prior to the first day of final exams for the appropriate part of term. —(all classes in a semester) after thisthese dates, unless withdrawing from the university..A student may not drop a course or withdraw from all classes after this date. For drops or withdrawals related to medical concerns, For drops or withdrawals related to medical concerns~~see policy 6.24.

The following rules apply:

1. A drop or withdrawal ~~or course dropped by~~ on or before the official reporting date of the appropriate part of term will not be recorded on a student's transcript.
2. After the official reporting date ~~and before the last day to drop or withdraw in a part of term~~, a drop will be noted as a "W6" or "W" grade and a ~~or~~ withdrawal -will be noted as a "W" grade on the student's official transcript. ~~Undergraduate~~
3. Students who enrolled in a Texas public institution of higher education for the first time in the fall 2007 or thereafter may not drop more than six courses with a "W6" grade during their undergraduate career. This number includes any course dropped at another Texas public institution but excludes full semester withdrawals and exceptions as defined in Texas law ~~(Education Code section 51.907)~~. After six ~~withdrawals~~drops, the student will receive the grade awarded for each attempted course.
- ~~2. The last day to drop or withdraw is 5 business days before the first day of final exams for the appropriate part of term. Students cannot drop or withdraw from a course in which they have already earned a final grade.~~
- ~~3. Beginning on the sixth working day after mid-term for full semester courses or mid-session for partial semester courses, a drop will not be permitted unless the student withdraws from all courses for the term. This withdrawal will be noted on the transcript~~

as a "WP" if the student is passing at the time or a "WF" if the student is failing at the time.

4. ~~If a student has been found guilty of academic dishonesty, a grade of "WP" or "WH" may be changed to "WF" at the discretion of the faculty member. In the case of a grade change to "WF," the course will not count toward the six course drop limit since the student is incurring an academic penalty.~~

**Cross Reference:** General Bulletin; Graduate Bulletin; Schedule of Classes; Tex. Educ. Code § 51.907; 19 Tex. Admin. Code § 4.910; ~~Academic Integrity~~ *Student Academic Dishonesty* (4.1); *Course Grades* (5.5); Military Service Activation (6.14); Student Medical Appeal (6.24)

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Registrar

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs