Associate Deans’ Meeting

Minutes

March 9th, 2018

Attendees: Dr. DeBrenna Agbenyiga (GS), Mr. David Matiella (CACP), Dr. Robert Tillyer (COPP),

Absent: Dr. Juliet Langman (COEHD), Dr. Pamela Smith (COB), Dr. Raquel Marquez (COLFA), Dr. Floyd Wormley (COS)

Representative: Dr. Dan Davied (representing Dr. Smith COB), Dr. Kirsten Gardner (representing Dr. Marquez COLFA)

Note Taker: Ms. Rochelle Arruda

Meeting called to order at 9:00 AM (CST)

I. Welcome
   a. Introductions for stand-in

II. Update on Assessment of Doctoral Program Semester Credit Hours
   a. Dr. Agbenyiga asked that all the finalized assessment of doctoral programs be submitted by the next meeting, so that everything can be approved by the final deadline for the catalogue.
      i. Dr. Tillyer asked if a memo will suffice to note there are no changes
         1. Dr. Agbenyiga said that would be acceptable.
   b. This is being pushed from the coordinating board for all institutions for various reasons including addressing student debt.

III. Clarification on TA’s Summer Enrollment Requirement
   a. The policy language was updated in H.O.P
   b. Questions occurred for TAs who teach across 2 sessions, and if those students are required to enroll in one credit hour. Dr. Agbenyiga noted that this would be defeating the purpose of changing the policy, and she just wants to make sure students are enrolled in one credit hours at some point during their teaching time.

IV. G-TAP
   a. Dr. Agbenyiga wanted to remind the colleges that it is time to budget for G-TAP and time to cost-share.
   b. New students coming in the fall will be fully covered by the Graduate School, however student who have received the award before will be supported by their college.
      i. Dr. Tillyer brought up the concern that while the department budgets for these awards, it isn’t always in the budget at the beginning of the fall semester. He wanted to know how this could affect the students in regards to possibly incurring late fees.
         1. Dr. Agbenyiga wanted to contact financial aid so students don’t get charged late fees.
         2. Dr. Tillyer asked if the money could be transfer to the Grad School pool to ensure students get their funding, and so financial aid has one point of contact.
            a. Dr. Agbenyiga said that will work.

V. PDRF Wave II Update
a. There are 22 more nominations. Committee is currently reviewing students, and a letter will go out no later than Monday (3/12/18) to awarded students.
b. This year had between 40-50 nominations from across all the colleges.

VI. THECB
a. Marketable skills must be listed by every program, undergraduate and graduate level.
   i. Dr. Agbenyiga will have more information regarding this topic in the Associate Dean’s April meeting, after the THECB Marketable Skills conference.

b. 18 Characteristics
   i. The new form is online to review the changes. A requirement is to have all program and institutional information updated and listed.
      1. Any changes or updates must be consistent across the University, and everything must be approved.

VII. Electronic Forms
   i. Were inconsistent across colleges, now it will be standardized.
   ii. Now it is electronic, which will allow faculty to review online and send triggers for signatures.
   iii. At the next Brown Bag for GARs on March 20th there will be a demonstration of the online form.
   iv. The student will always have a copy in their ASAP, and they will also be able to see where the progress of their form and where is it.

VIII. Matters Arising
a. Independent Study Form Changes
   i. Changes to the independent study forms have been made from the undergraduate level, which affects students at the graduate level.
      1. Dr. Agbenyiga will be sending the Associate Deans the information that is being requested to change for their review. After review by the Associate Deans, Dr. Agbenyiga will deliberate.

b. Plus/minus system is still in discussion within Graduate Council, and no deliberations have been made.

IX. Closing Remarks

Meeting ended at 10:00AM