

Council of Academic Deans Meeting
September 6, 2022

Summary and Action Items

1. **Telecommuting Agreement for Advising Centers** – Dr. Mary Ellen Cavitt and Dr. Mary Brennan distributed a handout, Team Telecommuting Agreement, that described operational arrangements, employee responsibilities, business continuity, and related issues for supporting staff telecommuting in academic advising centers. After discussion and questions were addressed, Dr. Gene Bourgeois approved the agreement to go forward.

2. **Hiring and Employment Policies** – Dr. Debbie Thorne shared with the Council several upcoming changes and improvements to hiring and employment processes and practices. These initiatives are the result of a recent review by the Texas Workforce Commission. Among others, expectations include: 1) hiring matrix will be required when a job posting is submitted for approval, 2) hiring matrix and job posting must include different required and preferred qualifications for searches open to multiple faculty ranks, 3) interview questions and candidate interview scores will be uploaded as part of final hiring recommendations, 4) Institutional Inclusive Excellence will review final hiring recommendations for faculty candidates, as currently done for staff candidates, 6) faculty hiring will move into the online hiring system, 7) annual evaluations will include a statement regarding compliance with policies, procedures, and work rules, and 8) a faculty conduct policy will be developed in collaboration with Faculty Senate. Additional information will be provided or policy revisions will occur before changes go into effect.

3. **Personnel Committee Guidelines** – Dr. Lynn Ledbetter, Dr. Judy Oskam, and Dr. Angela Ausbrooks led a discussion regarding draft personnel committee guidelines that were developed through a collaborative and iterative process between Faculty Senate and the Council of Chairs. Discussion we held amongst the Council. It was reiterated that these are guidelines and not requirements for every college and department/school. As a result of Council feedback, Drs. Ausbrooks, Ledbetter, Oskam, and Thorne will discuss modest revisions to the guidelines.

4. **Undergraduate Admissions Report** – Mr. Gary Ray provided the Council with an undergraduate admissions report. Mr. Ray reported that as of this afternoon, the total enrollment for TXST is 38,254. August 30, 2022 was the 2nd drop day for nonpayment and 137 student schedules were dropped for nonpayment; in 2021, 138 student schedules were dropped. The final census day is September 7, 2022.

2021 Freshmen 1-year retention tracking (as of September 5, 2022)

2022 80.2% or 4,967 – 905 not registered

2021 Transfer 1-year retention (as of September 5, 2022)

2022 84% or 1,938 – 295 not registered

Mr. Ray reported that 89 Amazon employees are using their educational vouchers (\$5,250) for the fall 2022 semester and currently, 279 undergraduate applications have been received for fall 2023 admissions.

3. **Graduate Admissions Report** – Dr. Andrea Golato provided the Council with a graduate admissions report. She noted a decline in enrollment: 20 in doctoral students and 221 in master's students.

Dr. Golato announced an upcoming workshop for faculty provided by Faculty Development regarding helping graduate students with procrastination, perfectionism, and mental health issues. She also announced two upcoming workshops for graduate advisors regarding recruitment strategies.

OFF AGENDA

Dr. Bourgeois shared that at the President's Cabinet meeting today, there was much discussion surrounding three new and upcoming task forces/commissions that President Damphousse will be forming: 1) recruitment and enrollment; 2) the race to R1; and 3) student success.

Dr. Vedaraman Sriraman announced that Rosario Davis, Assistant Vice President for International Affairs, will step down from her position at the end of 2022. He discussed key accomplishments during her tenure as AVP.

Dr. Thorne announced that Cindy Waggoner has been reclassified to Director, Academic Budgets.

Dr. Sanjay Ramchander described discussions in the McCoy College of Business about safety protocol and training. Dr. Bourgeois mentioned expertise available from the ALERRT Center.