

Council of Academic Deans Meeting  
September 27, 2022

Summary and Action Items

1. **Phi Beta Kappa** – Dr. Heather Galloway announced that TXST has been approved for a Phi Beta Kappa campus site visit by members of the Committee on Qualifications in early 2023. The site visit is in response to TXST’s application submitted to Phi Beta Kappa in January 2022. She briefly reviewed details about the site visit agenda and expectations.

2. **ORSP Organization Updates** – Dr. Shreek Mandayam provided the Council with an updated organizational chart for ORSP and introduced three major units within ORSP designed to support TXST’s goal of becoming a R1(Doctoral Universities – Very high research activity): 1) Research Operations overseen by Assistant VP Dr. Mike Blanda and focused on grant development and implementation, systems and records, financial processes, and compliance/quality assurance; 2) Research Development to be overseen by a new Assistant VP position and focused on large sponsored program proposals and data analytics/methodology; and 3) Technology Commercialization and Innovation to be overseen by a new Assistant VP position and focused on invention disclosures, patents, and licensing. Searches for the new Assistant VP positions will begin soon.

3. **Time and Leave Reporting Responsibilities** – Dr. Debbie Thorne reminded the Council of the importance of discussing and managing time and leave reporting requirements with all faculty and staff in their units. She mentioned three emails recently sent from the Provost to faculty, deans, and department chairs/school directors regarding the following policies: 1) overtime and compensatory time; 2) time and leave policy – faculty sick leave reporting requirements; and 3) time and leave policy – supervisor responsibilities in Academic Affairs.

1) overtime and compensatory time – Dr. Thorne asked the Council to please ensure that all exempt and nonexempt employees are reporting overtime and compensatory time as well as leave and other forms of time. Nonexempt employees earn both compensatory and FLSA time, which is time earned at the rate of one and one-half hours for one hour. If nonexempt employees reach 100 FLSA hours TXST will automatically pay those hours to the employee. However, FLSA time may be paid out at any time, which is often appropriate for staff with additional duties/hours due to office vacancies.

2) faculty sick leave reporting – The deans were asked to remind their academic units that all faculty must be reporting sick leave, which is more comprehensive than “sick” leave. For example, sick leave may be taken for annual physicals, dental appointments, flu immunizations, care for ill dependents, eight hours each fiscal year to attend educational activities of children in grades pre-kindergarten through 12, and other appointments. Because faculty earn sick leave, they are expected to report use of sick leave.

3) supervisor responsibilities in Academic Affairs – Dr. Thorne reminded the Council that all supervisors need to have good reporting mechanisms and timely processes for reporting and approving time, including those for ensuring faculty sick leave is reported.

4. **Undergraduate Admissions Report** – Mr. Gary Ray provided the Council with an undergraduate admissions report. He reported that total enrollment for fall 2022 is 38,376, a 1% or 414 increase from fall 2021. We have 7,573 freshmen, an increase of 947 or 14% from fall 2021. Of the total number enrolled, 114 are not eligible for TXST to receive state formula funding.

For spring 2023, applications for freshman and transfer students are trending up over spring 2022 (freshmen by 16% and transfers by 2%).

Mr. Ray announced that we have a Bobcat Day approaching on October 15, 2022 and November 12, 2022. He thanked the Council and their offices for supporting these important recruiting events.

He briefly announced a few top priorities: 1) Virtual One Stop Student Service Center will launch either in summer 2023 or fall 2023; 2) Banner 9 will replace Banner 8 in October 2022 for spring 2023 registration; 3) course demand forecasting tool will be available for all departments for spring 2023; 4) new institutional articulation agreement signed with Coastal Bend College; 5) 92 Amazon employees are using their tuition vouchers this fall semester, which is up from 29 in spring 2022; 6) TXST's contract with ReUp Education has been extended until April 2024; 7) planning is underway for the 2024-2025 academic calendar; 8) University Marketing is working on new bus wraps using TXST NEXT branding; 9) Mr. Ray thanked everyone for their support of University Marketing's NEXT conference, which had over 90 attendees from across the university.

**3. Graduate Admissions Report** – Dr. Eric Paulson provided the Council with a graduate admissions report. He reported on the application increases at each graduate level and reminded the group that many programs have not yet reached their spring 2023 admissions deadlines. He also noted that the Exploring Graduate and Professional School Programs Fair will be held on October 12, 2022.

## **OFF AGENDA**

Dr. Cynthia Hernandez mentioned that she, along with staff from the Dean of Students, will be meeting with the Faculty Senate regarding student absence requests and disability accommodations. She reported that over 6,000 people have registered for fall 2022 Family Weekend and asked the deans to consider whether the Dean's List Reception should be held during Family Weekend. She asked the deans to send suggestions/comments to her directly.

Dr. Mary Ellen Cavitt reported that the early grade reporting system, Initial Academic Feedback (IAF), is working well and that intervention teams are reaching out to students taking general education courses.

Dr. Bourgeois announced that Ms. Dede Gonzales has been named president of the Texas Association of Student Financial Aid Administrators.

Dr. Bourgeois announced that six TXST students have been named Neal Kocurek Scholars by St. David's Foundation.

Dr. Bourgeois announced that Dr. Thorne and her team have been conducting a faculty salary analysis to determine how much funding would be needed to implement market/equity adjustments for faculty using CUPA medians by discipline as the guidepost.

Dr. Thorne announced that AA/PPS 01.02.30, Council of Academic Deans, is up for review and one of the changes to this policy is renaming CAD to the Academic Affairs Council. The new name is based on the membership of the council and a review of councils at other universities and within the university. The revised policy will be circulated soon.