

**Council of Academic Deans Meeting  
September 15, 2020**

**Summary and Action Items**

1. **Phi Kappa Phi Invitation for Fall 2020** – Dr. Heather Galloway reminded deans to encourage students to join Phi Kappa Phi the week of October 12. Dr. Galloway will send the deans a draft invitation letter as well as a list of eligible students for each college.

2. **Outside Employment Authorization** – Dr. Debbie Thorne asked the deans to remind faculty of the Texas State University requirement to report outside employment and/or activity. Outside employment reporting is done electronically via the SAP Self Service Portal and requires dean and provost approval.

Brief discussion was held regarding whether staff in the Division of Academic Affairs need to report teaching US 1100 or other courses to their immediate supervisor. It was agreed upon that prior notification from the staff member to the supervisor should occur.

3. **Time and Leave Reporting Responsibilities** – Dr. Thorne mentioned that the Provost had recently sent a message to faculty, deans, and chairs/directors regarding faculty sick leave reporting requirements and supervisor responsibilities. Dr. Thorne asked the deans to remind faculty and supervisors about reporting sick leave. Due to recent audit finding, Dr. Thorne also mentioned that the Office of Faculty and Academic Resources will be conducting a quarterly review of all leave that has been taken by faculty as well as monitoring specific procedures in each academic unit regarding how leave is accounted for in the unit.

4. **Voting on Promotion to Professor** – Discussion was held amongst the group regarding those eligible to vote on decisions regarding faculty promotion to professor. The question being discussed was what if a member of the College Review Group (CRG) was not at the rank of professor and whether they would be eligible to vote in promotion to professor decisions. The final decision reached was members of the CRG should be at the professor rank; if the chair/director is not at the professor rank, they are allowed to vote by virtue of their administrative role independent of their rank.

5. **Undergraduate Admissions Report** – Mr. Gary Ray provided the Council with the preliminary 2019 data compared to preliminary 2020 data. Key points include:

- overall enrollment for fall 2020 is 37,849 (a decrease of 382 students or 1.0%)
- freshman class is 5,855
- undergraduate enrollment decreased by 726 students or 2.1%
- SCH decreased by 2.5% or 11,755 semester credit hours
- readmits are up by 81 or 10.7%
- retention rate is up to 76.9%
- 355 new Pell-eligible freshmen but overall, there is a decrease of 1,308 Pell-eligible students
- 60% enrolled females vs. 40% enrolled males
- significant decrease in top 25% students; decrease of 525 students – scholarship levels are not as competitive
- Operation Recovery – offering a deferred option for the upcoming year to students who did not come to TXST; if they choose to come to TXST in spring 2021, we will waive their application fee
- Dr. Bourgeois mentioned that at a recent President's Cabinet meeting discussion included the need for additional scholarship funds; President Trauth asked Dr. Barbara Breier, VPUA, to make available any discretionary funds not tied to a MOU

6. **Graduate Admissions Report** – Dr. Andrea Golato provided the Council with the graduate admissions report.

## 7. COVID-19 Updates –

- Dr. Bourgeois mentioned that the University Registrar sent an email to faculty and staff regarding the Schedule of Classes (SOC) going live at 8:00 a.m. on Tuesday, September 22, 2020. This gives academic units more time to make changes to the SOC.
- Dr. Bourgeois mentioned that academic units are working on class schedules for summer 2021 and fall 2021. He mentioned that by next summer we do not anticipate being in the current pandemic planning scenario. Summer 2020 schedules will be rolled over for summer 2021 and fall 2019 schedules will be rolled over for fall 2021.
- Dr. Bourgeois provided some updates given to the President's Cabinet by Dr. Emilio Carranco on September 14, 2020:
  - risk level for local areas (San Marcos, Hays County, Williamson County) is decreasing
  - State of Texas has a COVID-19 positivity rate of 8.1%
  - there is a slight deterioration in risk on our San Marcos Campus
  - More than 600 tests have been administered at the Student Health Center; there is a 6.1% COVID-19 positivity rate
  - Contact tracing has slipped a bit in a 24-hour period but more staff have been added as contract tracers; lack of seating charts by faculty is making it difficult for some contact tracing
  - to date, there is no transmission of COVID-19 in residence halls nor in any classrooms
  - TXST case counts are below Lamar University and Sam Houston State University
  - As of September 14, six students have been referred to the Dean of Students for not complying with the face mask requirement; all cases were reported in residence halls
- Test kits have not yet arrived for the new COVID-19 testing machines secured by the Student Health Center.
- An issue with Bobcat Trace regarding the "someone else reporting" option was addressed and corrected. If reporting on behalf of someone else, the reporter will be referred to the COVID-19 supervisor/faculty form.
- The Student Health Center is testing random samples of TXST faculty, staff, and students to determine incidence of COVID-19 on campus; this testing is performed at no cost to those participating.
- Dr. Bourgeois mentioned that it was recently reported to our System office that 45.3% courses are being offered fully-distance and online and 54.7% are being offered in all other forms such as face-to-face and hybrid.
- Dr. Thorne and Dr. Vedaraman Sriraman provided the group with a summary of survey results from an August 28, 2020 and September 11, 2020 Pandemic Feedback surveys.
- Dr. Janet Bezner mentioned that Faculty Senate had concerns with the memorandum recently sent by Mr. Ken Pierce, VPIT, regarding impacts of budget reductions on IT services.
- Dr. Sriraman raised an issue regarding Zoom chat not being monitored by faculty during class. Please remind faculty to monitor the chat feature; if they are not engaging with the students during class time there is an option to disable the chat feature.

8. **FY 2021 Budget Planning** – Discussion was held regarding the decrease in enrollment and what this means for budget planning. Dr. Bourgeois also mentioned that there are millions of dollars in costs that cannot be covered by the CARES Act funding; these costs include IT equipment, sanitizing costs, testing costs, etc. President Trauth will review the budget at the next University Leadership Assembly.

Dr. Thorne mentioned that as work begins on the spring 2021 schedule of classes, we will implement the same process for temporary funding requests as we did in June rather than taking each request individually. A message will be sent to the deans by either Dr. Thorne or Ms. Cindy Waggoner.

#### **OFF AGENDA**

- Dr. Bourgeois mentioned that he had sent deans and chairs/directors a retention video that was managed by Dr. Ron Johnson, former President Fellow. Please share this video at department/school meetings or directly with faculty.