

**Council of Academic Deans Meeting  
May 18, 2021**

**Summary and Action Items**

1. **Hiring Freeze Protocol Update** – Dr. Debbie Thorne distributed a handout and discussed hiring freeze protocol for faculty and staff positions and the steps for approval to post, reclassify, hire and take personnel actions for the Division of Academic Affairs. Staff engaged in personnel requests should be familiar with the process and information requirements, including position numbers, salary budgets, funding sources, and related information. Faculty and Academic Resources has a [hiring freeze protocol webpage](#).

2. **Undergraduate Admissions Report** – Mr. Gary Ray provided the Council with an undergraduate admissions report. 25,103 students have registered for the fall 2021 semester (last year at this time 29,068 students had registered); this is about a 13% decrease due to freshman schedules not being pre-loaded. To date, 1,313 continuing students have not registered for fall 2021 (last week the number was 1,450).

Airport ads will continue to run in Houston and DFW airports through May 31, 2021.

University Marketing is working on a Hispanic student recruitment campaign that will stream on Spanish language television (Univision, Telemundo, etc.) beginning June 14, 2021 through July 23, 2021. A pilot will run in south Texas, covering the area from San Antonio to McAllen targeting parents to build more awareness about Texas State University.

As of May 17, 2021, 7,339 first year students have been awarded a merit scholarship; 50% of this total are test optional student decisions; the Call Center has been making phone calls to students who have signed up for NSO but have yet accepted their award. May 28, 2021 is the deadline for students to accept awards.

Week 21 admissions report:

- Summer 2021 – freshman applications have increased by 111 or 30.6%; acceptances have also increased by 35 or 34.7%; NSO registration is down by 7 or 11.3%
  
- Summer 2021 – transfer applications have increased by 130 or 22.2%; acceptances have also increased by 95 or 31%; NSO registration is up by 31 or 13.3%
  
- Fall 2021 – freshman applications are down by 1,642 or 5.2%; acceptances have increased by 302 or 1.5%; NSO registration is down by 89 or 1.5%
  
- Fall 2021 – transfer applications have increased by 41 or .9%; acceptances are down by 17 or .6%; NSO registration is down by 124 or 8.9%

3. **Graduate Admissions Report** – Dr. Andrea Golato provided the Council with a graduate admissions report. In general, the number of applications and the number of admitted students for fall 2021 is doing well. But, registration of new master’s students is low. Less than a 1/3 of students who have been admitted have registered. The Graduate College is communicating with students about registration, with a reminder that when registering they will be eligible for the upcoming Bobcat Cares funds.

For summer 2021, there are 46 fewer applications, 7 fewer students have been admitted but there are 20 more master’s students registered.

4. **COVID-19 Updates** – no specific update was provided as the President’ Cabinet had not recently met. Just prior to the CAD meeting, Governor Abbott released an executive order prohibiting government entities from mandating masks.

5. **Summer and Fall 2021 Classes** – Discussion was held regarding current empty course sections and how many sections are tied to the fall 2021 freshman class we are expecting to attend TXST.

6. **Budget Planning** – Dr. Thorne encouraged the deans to add additional requests for summer 2021 instructional funding in SharePoint when class sections are full and enrollment demand exists and to concurrently review small classes.

Dr. Thorne reviewed the 10 percent permanent budget reduction implemented for FY21 and its long-term effects into FY22 and beyond. A portion of the permanent budget reductions taken in Academic Affairs for FY21 were supported by one-time temporary funds. These temporary funds for instructional needs were derived from [one-time M&O forced savings/recapture](#) implemented by the university in spring 2020.

The budget reduction requires ongoing analysis, innovation, and review of appropriate class sizes, curricular sequence, faculty workload, student demand, program growth rates, electronic course fees (ECF) to compensate faculty, and other factors. Deans are asked to work with their academic units to reduce temporary budget requests for FY22.

Budget information:

Temporary Budget initially requested FY21: \$12,497,001

Temporary Budget approved FY21: \$9,660,867 (included one-time temporary funds due to M&O recapture in spring 2020)

Temporary Budget initially requested FY22: \$12,883,909

Temporary Budget available FY22: \$9,544,245

\$4,523,627.58 (Provost Office reserve includes recaptured tenure-line positions; used for temporary funding needs and permanent adjustments to faculty salary lines for replacement searches, counter-offers, etc.)

\$1,250,000 (Replacement of faculty on faculty development leave, non-tenure line workload release, sick leaves, fellowship leaves, etc.....)

\$3,770,617.67 (ECF allocated to academic units; Thorne will revisit this number with Budget Office after fall enrollments are in to see if a higher amount is justified)

## **OFF AGENDA**

The Council discussed the need for additional support in the area of data access and reporting, data warehousing, dashboards, and similar functions.

Members of the Council described examples and questions regarding remote work, telecommuting, and return to work expectations on June 1, 2021. Decisions on both arrangements are based on a clear business purpose, position responsibilities and duties, effects on office functions and other staff, and incumbent's ability to effectively perform. Many Council members plan to attend the remote work/telecommuting question-and-answer webinar sponsored by Human Resources on May 20, 2021.

The Texas Legislature named Cyrus Cassells (English) the 2021 Poet Laureate of Texas and Jennifer Datchuk (Art & Design) the 2021 Texas State Three-Dimensional Artist.

The Council reviewed the May 2021 commencement ceremonies.