

**Council of Academic Deans Meeting  
October 6, 2020**

**Summary and Action Items**

1. **Affordable Learning Materials Initiative** – Dr. Vedaraman Sriraman and Mr. Dana Willett reviewed with the Council the first year report from the Managing Textbook Costs Committee, which included the charge given to the committee and the short and long term recommendations for action. This report can be found on the Office of the Provost and VPAA website under Resources and Reports.
2. **Update on Fields of Study** – Dr. Sriraman and Ms. Micky Autrey announced that The Texas Higher Education Coordinating Board (THECB) recently suspended 10 Fields of Study Curricula (FOSC). A document was distributed with the list of the 10 fields and it was explained that institutions may continue to use the suspended FOSC as optional templates for transfer agreements between partner institutions. Dr. Sriraman and Ms. Autrey will continue to monitor this issue with THECB.
3. **Review of Leave Reporting Processes** – Dr. Debbie Thorne spoke of the activities, actions, and reviews occurring in the Office of Faculty and Academic Resources to ensure oversight and documentation in Academic Affairs departments for meeting the university's leave policy (UPPS 04.04.30). She shared a document that outlined two recommendations and corrective actions plans for leave reporting that stemmed from a recent audit of leave reporting. All units in Academic Affairs are required to have clear procedures for employee leave reporting.
4. **Undergraduate Research for Fall 2020** – Dr. Heather Galloway shared a document outlining updates on undergraduate research efforts, which included information regarding the fall 2020 Honors Research Forum, Undergraduate Research Fellowship Awards for 2020-2021, and Undergraduate Research Fellowship Awards for fall 2019-summer 2020. Dr. Galloway also distributed a document of the award recipients from the 14<sup>th</sup> Annual Undergraduate Virtual Research Conference Poster Awards held in April 2020.
5. **Undergraduate Admissions Report** – Mr. Gary Ray distributed a handout outlining the fall 2020 virtual Bobcat Day plans, which included the schedule for the October 17, 2020 event. He also spoke about admissions and retention efforts such as ReUp Education services and giving students the option to defer their 2020 admission to a 2021 term without paying an additional application fee.
6. **Graduate Admissions Report** – Dr. Andrea Golato provided the Council with a graduate admissions update. She also shared with the Council a link to a website that includes information sessions/events for students. She mentioned that The Graduate College staff are working with international students who have deferred attending TXST due to the COVID-19 pandemic. Staff are also working with students who were on track to graduate in fall 2020 but, because of infrastructure issues caused by the pandemic, need solutions to fund the extra semester needed to complete their course work.

7. **COVID-19 Updates** – Because Dr. Emilio Carranco would be giving a COVID-19 update at the upcoming University Leadership Assembly, Dr. Bourgeois did not provide a COVID-19 update. Dr. Bourgeois did mention that since August 24<sup>th</sup> (first day of fall 2020 classes), 11 students have been referred to the Office of the Dean of Students for non-compliance with health and safety measures, including not wearing face coverings and not complying with physical distancing of at least six feet indoors and outdoors as required.

8. **Budget Planning** – Dr. Thorne announced that a request for additions or subtractions to temporary funding needs for spring 2021 will soon be issued. Clarification regarding the recent reduction in the summer budget was discussed.

9. **Summer 2021 Classes** – Dr. Bourgeois briefly announced that he believed all the changes to the Schedule of Classes for spring 2021 has gone well.

#### **OFF AGENDA**

- Dr. Bourgeois announced that Dr. Trauth would briefly address President Trump's recent Executive Order on Combating Race and Sex Stereotyping at the upcoming University Leadership Assembly. He reviewed the definitions and purposes for this order and what it means for TXST.