

Joint Academic Affairs Council, Faculty Senate and Council of Chairs and Directors Meeting
September 26, 2023
Summary and Action Items

1. **Faculty Title Series – Timeline** – Faculty Senate and Council of Chairs discussed the proposed policy and timeline for implementation of a new promotion-eligible instructional faculty title series. Dr. Debbie Thorne and Dr. Matt Brooks answered questions about the policy, timeline, departmental guidelines for initial appointments, salary adjustments for faculty transitioning to associate professor/professor rank, and related areas. Dr. Thorne encouraged feedback through the PPS review process and emphasized significant university investments in merit and cost-of-living salary increases, faculty market salary adjustments (\$1.75M, FY24), and adjustments for faculty transitioning to associate professors/professors of instruction (\$1M, FY25). The university will be moving away from the “non tenure line” nomenclature and invites feedback on terminology.
2. **Onboarding/PCRs/Keys** – Faculty Senate and Council of Chairs and Directors raised multiple issues and concerns about onboarding processes for new faculty and graduate assistants. Human Resources (HR) is working on new and improved systems, processes, and outcomes. In FY23, three staff positions moved from the division of Academic Affairs to HR to centralize these efforts (two faculty analysts and faculty employment manager).
3. **BookSmart** – Faculty Senate and Council of Chairs and Directors raised multiple issues and concerns regarding BookSmart, which aims to provide students with direct access to their textbook and course learning materials through Canvas, TXST’s learning management system. BookSmart is implemented by the division of Finance and Support Services/Bookstore in partnership with Follett ACCESS. Dr. Peter Dedek alerted the Council to a survey recently implemented to gather faculty and student feedback on BookSmart.
4. **Time and Leave Reporting Responsibilities** – Dr. Matt Brooks reminded the Council of the importance of discussing and managing time and leave reporting with all faculty and staff in their units. Recent emails have been 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.

All supervisors in the division of Academic Affairs need to good reporting mechanisms and timely processes for approving time, including those for ensuring faculty sick leave is reported. Faculty and Academic Resources implements reviews of academic and administrative units to ensure continuous improvement of leave reporting rates.
5. **Phi Kappa Phi – Invitations in progress** – Dr. Heather Galloway alerted the Council that eligible students have been sent invitations to join Phi Kappa Phi. She encouraged student membership and participation in this prestigious honorary society.
6. **Undergraduate Admissions Report** – Dr. Beverly Woodson Day reported to the Council on undergraduate admissions:

- Undergraduate applications are already ahead of last year’s count for the fall 2024 class
- The goal for fall 2024 undergraduate admissions: 8,000 freshman and 2,700 transfer students
- The overall enrollment at census was 38,873 (4,001 graduate and 34,872 undergrad)
 - The freshman class for fall 2023 was 7,892 – increase from fall 2022 (4.2%)
 - The transfer class for fall 2023 was 2,683 – slight decline from fall 2022 (-1.2%)
- There was an increase in applications and enrollments by international students for fall 2023
- The statistical tracking of fall 2024 undergraduate admissions begins October 9, 2023

Dr. Cynthia Hernandez alerted the Council that apartment rental rates in San Marcos have increased by 40 percent in the last two years. Hill Top Housing Complex will open fall 2024 (1,000 beds). The James Street Housing Complex will open fall 2025 (900 beds). These new residence facilities are designed to accommodate larger incoming freshman classes and more continuing students.

7. Graduate Admissions Report – Dr. Andrea Golato announced positive results for graduate enrollment in fall 2023 as compared to fall 2022, including a record number of new doctoral students, growing number of new master’s students, and increases in continuing doctoral students. Continuing master’s students declined. The Run to R1 investments in assistantships and tuition scholarships contributed to the results. Dr. Golato expressed her appreciation for the significant contributions of academic units and graduate program advisors in reaching these milestones.

OFF AGENDA

Dr. Thorne relayed the importance of submitting travel requests in a timely fashion, including the coordination of risk and safety protocols for TXST travelers, if needed.

Dr. Bourgeois announced the offices and staff comprising Enrollment Management, which is led by Mr. Gary Ray, will be moving as a direct report from Academic Affairs to TXST Global. The transition includes the offices of Undergraduate Admissions, Financial Aid and Scholarships, and University Registrar.

Dr. Bourgeois announced The Wittliff Collections will become a separate reporting unit to the Provost.