

Academic Deans and Department Heads

January 20, 2011

UC 203-204

Minutes

Present: N. Allen, T. Badgett, B. Bechtol, T. Blose, M. Buck, K. Cody, B. Davidson, S. Eoff, M. Fortin, C. Gaulden, S. Hasson, K. Heineman, L. Lucksinger, B. May, L. Mayrand, K. McCoy, J. Miazga, L. Musgrove, E. Olson, J. Osterhout, T. Roden, C. Scott, D. Scott, S. Snowden, J. Summerlin, P. Swets, S. Tomlin, S. Wahl, A. Wallace, R. Wilke, S. Wilkinson, S. Williams

Minutes:

1. Topic: Minutes from last meeting.

Minutes were approved without changes

Responsible Party: N. Allen

Guest:

2. Topic: Personnel Issues (Victor Mellinger)

Victor Mellinger, Senior Associate General Counsel for the Texas Tech University System, discussed various personnel issues with the members organized around the “life” of the faculty/staff member.

- Beginning—Due diligence is necessary before hiring, including checking the individual’s background and references to help ensure we don’t experience what others have before.
- Arrival—Knowledge of Operating Policies, which ones apply to the faculty/staff member, and where the policies are located is essential. Employees should understand that whatever they do during the day a policy likely governs that activity.
- Middle—Evaluation must be honest. Departments should be able to demonstrate a history of behavior leading to a particular action. Employees should have set expectations and should know that if expectations are not met, appropriate action follows. Additionally precipitating events can occur that necessitate immediate action.
- End—Appropriate individuals should speak to the faculty/staff member to identify problems before proceeding. A faculty member has the right under State law to present a grievance to someone. Be mindful of information in electronic and/or hard copy communications, although appropriate documentation should be kept. Additionally, lines of direct report should be followed.

In response to questions, V. Mellinger also noted the following:

- The supervisor should follow up meetings with written notes, including the meeting's focus and results.
- The State indemnifies a university employee up to \$100,000 (the maximum amount allowable) in tort cases.
- Everyone should be mindful of FERPA.

Responsible Party: N/A, Informational

Old Business:

3. Topic: Academic Program Prioritization Reports (Tony Blose)

T. Blose told members that the reports should not be overlong. He urged everyone to be thorough, but economical in writing the report. Despite budget issues, the prioritization process will proceed through to the end. Budget decisions and results of the prioritization process, therefore, should coincide.

Responsible Party: N/A, Informational

4. Topic: Budget (Tony Blose)

Academic Affairs will be prepared to address any budget shortfall. One initiative underway is the modification of classrooms to accommodate higher enrollment.

Responsible Parties: N/A, Informational

5. Topic: Student Learning Outcomes Assessment (Tony Blose)

T. Blose applauded the work of K. McCoy and his committee in reviewing Student Learning Outcomes from academic departments. Areas of weakness that exist must be addressed. Student Learning Outcomes and their assessment is a top priority for Academic Affairs. K. McCoy noted he would be happy to meet with those departments that require assistance.

Responsible Party: N/A, Informational

6. Topic: HB 2504 (Nancy Allen)

N. Allen requested that department heads ensure that all faculty members post their Spring 2011 syllabi and vita (if needed) by 5:00 pm Friday, January 21.

Responsible Party: Department Heads

Round Table

Russell Wilke

- Revisions to the faculty awards procedure are complete, and the document should be distributed shortly.
- The Faculty Awards Banquet is April 26.

Maurice Fortin

- The Library materials budget allocation has been distributed to departments.
- February 2 is the grand opening of the Learning Commons.
- The Library has distributed information on how to track activity of the Texas Legislature.

Sharynn Tomlin

- During the upcoming summer, 130 students will participate in seven study-abroad programs.
- Korean students are currently on campus, so please welcome them.

Ken Heineman

- He praised the faculty of the Department of History for their work and noted that other department heads likely feel the same about their respective faculty.

Adjournment