

**Academic Deans' Council**  
**July 7, 2016**  
**Provost's Conference Room**  
**Minutes**

**Present:** C. Gascoigne, C. Jones, S. Keith, K. Livengood, K. Schell, P. Swets, S. Tomlin,  
D. Topliff, J. Wegner

**Minutes:**

1. Topic: Minutes from June 16, 2016  
Minutes approved as is.

**Announcements:**

- Welcome to Dr. Carolyn Gascoigne, Dean of the College of Arts and Humanities.

**Old Business:**

2. Topic: Department Chair Training (Don Topliff)
  - D. Topliff reminded members the training will be Tuesday and Wednesday, August 2 & 3, in the afternoon. Use of the Lake House has been requested but not confirmed yet. Deans are welcome and encouraged to attend but it is not mandatory.
3. Topic: Transfer Policy (Don Topliff)
  - D. Topliff informed members OP 10.21 was posted. No comments on the policy were received. The OP is effective Fall 2016. Deans are to apply the policy as appropriate to their own college. The mechanics to implement this policy are being tested in CAPP and Degree Works.
  - D. Topliff said the 2016-2017 catalog has been scribed and is being tested. Roll out is anticipated in March for advising Fall 2017.
4. Topic: OP 06.23 and Associated Issues (Don Topliff)
  - D. Topliff told members he fully intended to bring a draft today but other duties diverted his attention from this policy. He will have a draft ready for the next meeting to be discussed. The next meeting is July 21.
  - C. Jones said the College of Business needs updated tenure and promotion criteria in place and in effect by fall for accreditation purposes.
5. Topic: NSO (Don Topliff)
  - J. Wegner reported there are 1,100 first time freshmen enrolled as of June 7. 302 students are registered for the last NSO July 15. The session was capped at 300 and there are students on a waiting list. J. Wegner proposed opening the Transfer Student NSO July 22 to the students on the waiting list. There was some discussion and it was approved to do so with a cap set at 50.
  - J. Wegner said the seats in many core courses are already very near the maximum number and expressed concern that there are more students than currently available seats.
  - S. Tomlin mentioned the 158 international students expected this fall. Only 50 are already registered. These students have not been taken into account.

**6. Topic: Budget (Don Topliff)**

- D. Topliff reported that positions were moved to DE as appropriate and will distribute a copy of the budget as soon as it is approved. The budget is based on the enrollment numbers of the previous year and since enrollment projections for fall are up we can expect some over-realized revenue. The Provost will continue his policy to distribute fees based on hours generated.
- D. Topliff explained the Texas Tech University System process for budget approval by the Board of Regents.

**New Business:**

**7. Topic: New Faculty Orientation (Don Topliff)**

- D. Topliff asked members if the format used last year worked and if we should continue with that same format. Members agreed to keep the format the same. He said he will work with Christena on the agenda.

**8. Topic: Grievance Policy (Don Topliff)**

- D. Topliff informed members there have been six grievances filed in the last two weeks.
- D. Topliff said the policy needs to be revised. The rights of faculty members need to be protected but frivolous filings need to be stopped. The current policy has about 35 steps. There was some discussion. D. Topliff asked members to familiarize themselves with the current policy and be prepared to discuss revisions. The Faculty Senate will be involved in the revision process.

**Roundtable**

**S. Tomlin**

- Reported to members that 158 international students are expected this fall. About half will be in the College of Arts and Humanities.
- There are 50 new MBA students.
- Classes are currently sitting at 40-50 students. Close to 1000 degree seeking students are expected.

**John Wegner**

- Last year GS 1181 enrolled 1,300 students and with the number of students coming in this year will be about the same.
- Regarding the Grades First file review students (least likely to succeed) J. Wegner said he will meet with each Dean separately about these students' schedules and would like to suggest block schedules. He will discuss this with the Registrar to figure out how to do block schedules.

**Kraig Schell**

- Asked members to please submit comments on OP 06.23.

**Paul Swets**

- Informed members the Physics and Geosciences department will be nominating Mark Sonntag for Professor Emeritus. Members approved by unanimous vote.

Carolyn Gascoigne

- Expressed gratitude for the reception she has received. Everyone she has met has been great and supportive.

Clifton Jones

- Informed members the renovations of the common areas of the Rassman building are near completion. Invited everyone to come by and see the change. There will be an Open House when everything is done and will include the Chamber of Commerce.

Don Topliff

- Gave a brief report on various new construction and renovation projects.
  - Ground breaking for Engineering Labs and Health and Human Services buildings will be in September. Expect 12 months to completion for the Engineering Labs and 18 months to completion for HHS.
  - Renovation of the Academic building will begin this summer with the bathrooms being the first project.
  - Cavness building is being refurbished with new paint and furniture.
  - Renovation of the Print Shop building is a future project and will include office space for the One Card and Parking Services offices.
  - A museum building is planned for the space where the portable buildings currently are. This is a privately funded project. The West Texas Collection will be moved out of the UC to this new building. It is hoped that enough funding will be given for a 2-story building. The project currently has funds for about 60% of the first floor. There is no time-line set for this project at this time.
  - The press box on the west side of the football field will be removed and a new 3-story press box will be constructed with an elevator. All funds for this project have been donated.
  - The parking lot at Foster Field is currently being refurbished.
  - Some of the \$3 million in HEAF funds will be used to help fund some building renovations.

**Adjournment**