Present: Richard Balkin, Ryan Beard, Ana Billeaux, David Billeaux, Stephanie Box, Ruizhi Chen, Lauren Cifuentes, Margaret Dechant, Ann DeGaish, Bunny Forgione, Mark Hartlaub, Carlos Huerta, Patrick Larkin, Frank Lucido, Chris Markwood, Paul Meyer, Gerardo Moreno, Elwin Myers, Thomas Naehr, Bradley Shope, Christine Shupala, Lionel Cassin, Leona Urbish

Absent: LD Chen, Bill Cone, Eve Layman, Larry McKinney, David Moury, Susan Murphy, John Regalado

Note taker: Tiffany Hearne

I. Call to Order
Meeting was called to order at 10:02 a.m.

II. Approval of Minutes from April 15, 2014
Motion was made to approve minutes of the Provost’s Leadership Team meeting held on April 15, 2014 by Carlos Huerta and seconded by Stephanie Box. No changes were made. Minutes unanimously approved.

III. Library Update
Dr. Christine Shupala provided an update on the Mary and Jeff Bell (MJB) Library to include the announcement of the hiring of a new MJB Library Director to begin work on August 4, 2014. The presentation covered the MJB Library’s mission, goals, services offered, information resources and technology, teaching and learning activities, an overview of the environment, both physical and virtual, as well as assessment and planning activities and plans for the future. A handout was provided that detailed the mission and goals of the MJB Library and included a Library Value Calculator. Discussion followed regarding how to increase faculty involvement with the MJB Library.

IV. Strategic Plan Follow-Up
Provost Markwood reiterated that the intent of the Provost’s Leadership Retreat was to encourage units to begin looking at Momentum 20/20 and focusing on how to align their unit/departmental plans. The Provost’s goal is to have all Academic Affairs division plans complete by the spring 2015 graduation ceremony. Ryan Beard will develop a timeline for entering data into WEAVE, as well as a list of metrics for plans. Discussion followed regarding the establishment of incremental deadlines. The levels at which goals should be developed is up to each college and units/departments are not required to align with all institution goals/objectives.

V. Provost’s Comments
Budget – Academic Affairs initiatives that have been approved in the budget were discussed.
Administrative Review – All present were encouraged to be diligent in completing the required reviews. Discussion followed regarding the surveys.

VI. Good of the Order
Patrick Larkin – Faculty Senate elections were held in April 2014. Surveys on salary and campus issues of importance to faculty have gone out. Planning is underway for the New Faculty Orientation on August 15, 2014.

Thomas Naehr – Graduate enrollment shows an increase of 25% compared to last year.

Lauren Cifuentes – She provided a handout detailing key accomplishments and activities for the Office of Distance Education and Learning Technologies.

Richard Balkin – The College of Education Dissertation Committee has been established to address excessive enrollment in dissertation hours.

Ruizhi Chen – Council of Principal Investigators and Research Administrators (CPIRA) has revised its bylaws to accept one non-voting member from the Faculty Senate.

Bradley Shope – Save the date for the Islander Forum scheduled for August 19-21, 2014. Keynote Speaker will be Dr. Ashley Finley, Senior Director of Assessment and Research at the Association of American Colleges and Universities (AAC&U).

Margaret Dechant – New Student Orientations will be taking place through the end of next week. All June sessions and the first session in July are full (some over capacity). She asked if those offices that are able to, could please stay open till 6:00 p.m. during orientations. Enrollment is up 9.67%, representing 419 additional students compared to last year, same time. Graduate student enrollment is up significantly.

Leona Urbish – Thanked everyone for their work on the faculty workload report.

Ann DeGaish – Provided updates on ongoing construction projects to include the University Health Center, the Momentum campus fields and housing, the Dining Hall and the University Center. All projects are on track.

Stephanie Box – The Honors Program received 95 applications in this summers’ cycle and have begun the interview process. They are working to increase seminar sessions and are looking for space in one of the Camden residence halls. The program also hopes to increase its involvement in study abroad programs by working with Dr. Marybeth Davis.

Ryan Beard – The Office of Assessment, Accreditation, and Compliance is working with Drs. Shane Anderson and Stephanie Rodriguez over the summer months to update out-of-date rules and procedures.

Ana Billeaux – There are 3 faculty led programs, Scotland, Mexico, and Costa Rica, taking place during the summer sessions. A reciprocal agreement with a university in Germany has resulted
in 8 TAMU-CC students going to Germany and 8 students from Germany coming to TAMU-CC in the fall 2014 semester. We will also have 5 students from Dongguk University attending for the 2014-2015 academic year.

**Gerardo Moreno** – Supplemental instruction (SI) funding has been increased for the summer to keep students employed. He encouraged attendees to contact Leticia Villarreal, ext. 5977, if they are looking for SI Leaders for their courses.

**Elwin Myers** – The College of Business is preparing a proposal for a major in entrepreneurship to be housed in the Department of Management and Marketing, if approved.

**David Billeaux** – The Center for Faculty Excellence (CFE) has hired Dr. Leslie Mills as the High Impact Practices (HIPs) Coordinator. CFE is also in contract negotiations with Learning Counts for our featured status regarding prior learning, finalizing the pilot for the IDEA Center student evaluation system and is in the initial stages of formalizing a pathway with Del Mar College for students to meet our admission requirements and enroll simultaneously at TAMU-CC with the goal of making it operational by Fall 2015.

**VII. Adjourn**
On motion of Richard Balkin, seconded by Bunny Forgione, meeting was adjourned at 11:10 a.m.

Submitted by Tiffany Hearne.
June 17, 2014; Provost's Leadership Council

News –

- Lauran Guerra has replaced Joseph McDonough as an instructional designer
- Kevin Houlihan starts June 23rd as Student-Support Coordinator
- Evan Paret (GA) is closed-captioning videos for accessibility 20 hrs. per week
- Focus on desktop replacement with laptops to support COB/COL

Student Supports:

- Kevin Houlihan will assess needs and identify ways to address them
- 10 Passport to the Island Fairs & 10 Orientations, 1369 students (Jan has taken a leadership role in bringing a tech support team together)
- Workshops available on demand
- How to Learn Online – Softchalk tutorial on iol & linked from each course in Bb.
- Grad Assist – Addressing accessibility compliance by closed-captioning content in online courses 20 hours per week

Instructor Supports –

- Certificates Program
  - 127 complete, 74 courses developed & reviewed, 61 peer-reviewed courses.
  - Offerings in July, August, Fall
  - Online in Fall, faculty have a choice/ offered through Continuing Ed.
- Two full days of workshops for Provost’s forum
- 38 ELITE funded faculty; 6/20 SOAR funded; 66 APDRel funded
- MBA – all faculty have certificates and all but 6 courses reviewed
- MAC – plans to use process we used to assure quality for the MBA
- Each of us provides on demand service
- Softchalk – As of June 6, 83 registered accounts for SoftChalk Cloud. A good start.
- Test proctoring software – Examity pilot with COB/MBA until winter semester. For full adoption we need to describe the student fee in course schedule

Resources –

- Website –
  - New, more sophisticated format
  - Changecasts
- Analytics – (May 27th-June 10th) 2,423 users visited IOL website. 49% new users and 51% returning users. Total of 4,535 active engagements; 5,866 page views
- iTeach_Online – Materials in Bb
- Bb proprietary course shared by ODELT, CFE, ER, RCO, & Library
- Bb MOOC membership (institutional membership is possible)