Provost’s Leadership Team
Meeting Minutes
Tuesday, February 18, 2014

Present: Paul Meyer, Marilyn Spencer, Mark Hartlaub, Ann DeGaish, David Moury, Frank Lucido, Rick Balkin, Eve Layman, Ruizhi Chen, Brad Shope, John Fortiscue, Gerardo Moreno, Carlos Huerta, JP Regalado, Margaret Dechant, Ryan Beard, Bunny Forgione, Jerry Scheerer, Bill Cone, Terry Tatum, Thomas Naehr, Lionel Cassin

Absent: Ana Billeaux, David Billeaux, LD Chen, Lauren Cifuentes, Larry McKinney, Susan Murphy, Elwin Myers, Christine Shupala

Note taker: Tiffany Hearne

I. Call to Order
Meeting was called to order at 10:03 a.m.

II. Approval of Minutes
Motion was made to approve minutes of the Provost’s Leadership Team meeting held on November 19, 2013 by Marilyn Spencer and seconded by Bradley Shope. No changes were made. Minutes unanimously approved.

III. Admissions Presentation
Margaret Dechant and Gerardo Moreno covered a presentation that they would present to the Faculty Senate on February 21, 2014. The topic was the first-time in college admission process, paying particular attention to alternative admissions standards. All data requested by the Faculty Senate is now available as an ARGOS report. She reviewed the steps required for automatic admission to the, as well as the review process, composition of the Undergraduate Admissions Committee, and the different alternative admission categories. Discussion followed.

IV. Starfish
Gerardo Moreno provided a brief overview of the new early alert warning system, Starfish. John Fortiscue has headed up the initiative and announced that the first progress report went out on Monday, February 17. Further discussion included the benefits of immediate feedback to faculty, availability of training for faculty, how we communicate about the university to our incoming freshman, and the need for updates to high school counselors.

V. HB5 Task Force
Paul Meyer has been asked to chair the HB5 Task Force. In the last legislative session, House Bill 5 made major changes to high school graduation requirements. The group will be reviewing the changes and looking for opportunities where they could make recommendations to the President. The first meeting was held on February 18 and the group includes key people from the university and a representative from C.C.I.S.D.

VI. Provost’s Comments
Hazelwood Scholarships: At the last legislative session TAMU-CC was awarded one-time funding. Half of the money will be awarded to undergraduate STEM students and the other half is for new full-time, Texas resident graduate students. Each college has been asked to determine how they wish to award the funds. August 31, 2014 is the deadline to award. Associate/Assistant Deans were asked to work with their Deans on this and follow up with Patricia Cano.

Department Innovation Grants: The Provost will be presenting departmental innovation grants in his budget plans this year. He has asked the deans and department chairs to coordinate the preparation of requests for funding for their programs/departments that have a desire to pursue their innovative ideas. Discussion included possible uses of the funds and estimated award amounts. He would like to begin awarding starting with fall 2014.

Summer Faculty Fellow: There are a number of rules/procedures that have not been reviewed within the last 5 years. The Provost is looking to appoint a half-time faculty member to review and prioritize the backlog of items during this coming summer. He requested that nominations be sent directly to him.

Regents Professor Award: The Faculty Senate ABE Committee has called for nominations. Provost asked that the group consider their colleagues who are worthy and encourage them to apply. Deadline to submit a nomination to the ABE Committee is Monday, March 17, 2014.

E-cigarettes: PC has approved revisions to the Smoke-Free Environment rule to include e-cigarettes, which will now also be prohibited in all locations where cigarettes are prohibited.

Distance Education Courses: Provost reminded the group that we are working to correctly code our distance education courses. We are accountable to SACS and the state of Texas to do this correctly. We are exploring ways in which to efficiently track this information.

VII. Staff Updates
- New Director of Academic Policy and Administration, Mr. Ryan Beard, J.D.
- Faculty Recruitment and Records Coordinator, Ms. Judy Juricek.
- Coordinator of Sponsored Students, Dr. Richard Carhart, has been appointed on a half-time basis.
- Planning and Institutional Research Director, Mr. Jerry Scheerer, will be retiring at the end of February. A national search will take place to find his replacement.

VIII. Good of the Order
- Marilyn Spencer: Post-Tenure Review will be looked at by the Faculty Senate on February 21.
- Mark Hartlaub: The College of Liberal Arts has created a brief Starfish tutorial and will share it with the other college Associate/Assistant Deans.
- Ann Degaish: UC expansion updates include the following changes: the Bookstore will be moving to a temporary building across from the parking garage, post office boxes will move to the Faculty Center, East Lobby, the SandDollars Office will be relocated to Corpus Christi Hall and Campus Copies will move to the Print Shop. Construction is anticipated to be complete by next year during Spring Break. She also announced that
the UC Health Center Referendum is scheduled for March 4 & 5 from 9:00 a.m. to 7:00 p.m.
- **David Moury**: Thanked Mark Hartlaub and Liberal Arts for sharing their Starfish tutorial.
- **Frank Lucido**: Announced that the College of Education’s Pre-K - 20 Partnerships has been recognized by the Center for Research, Evaluation and Advancement of Teacher Education (CREATE).
- **Eve Layman**: The Nurse Educator Program with Academic Partnerships will be dissolved and re-integrated into the College of Nursing and Health Science’s internal online program.
- **Ruizhi Chen**: Announced the establishment of the Council of Principal Investigators and Research Administrators (CPIRA) last November. The intended purpose of the council is to improve the research environment on our campus. In their first year they will be addressing IRB issues among other things.
- **Bill Cone**: The College of Business had their AACSB accreditation review this week. The Coastal Bend Business Innovation Center has begun its first class.
- **Jerry Scheerer**: Thanked everyone who worked on the fall faculty report, which should be completed soon.
- **Carlos Huerta**: First-Year Learning Communities Program (FYLCP) is working with colleges to add additional learning communities for the fall semester.
- **John Regalado**: Academic Advising Career Counseling day was February 19, 2014. Students were welcome to come and ask general questions about career goals. He also reported that several award nomination packets were being prepared for submission to the National Academic Advising Association (NACADA).
- **Bunny Forgione**: E-line military program has won two national awards.
- **Thomas Naehr**: First Graduate Student Appreciation Week is April 7-14. Asked that any ideas be send to Cassandra Casanova. The College of Graduate Studies has received 15 eligible nominations for the graduate awards and recipients will be announced during appreciation week.
- **Ryan Beard**: Introduced himself as the new Director of Academic Policy and Administration.
- **Terry Tatum**: Provided staff updates to include a new Manager of Academic Programming, Ms. Margaret Barnett, a new Business Manager, Mr. Jose “Luis” Sanchez, and a replacement for Kay Anderson is set to begin work on April 1. A Blackboard service pack was scheduled to be applied on February 22 between 2:00 a.m. and 4:00 a.m.

**IX. Adjourn**
A motion to adjourn was made by Rick Balkin and Bunny Forgione and seconded by Marilyn Spencer. Meeting adjourned at 11:40 a.m.

Submitted by Tiffany Hearne.