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

Present: Richard Balkin, Ryan Beard, Ana Billeaux, David Billeaux, Ruizhi Chen, Lauren Cifuentes, Margaret Dechant, Ann DeGaish, Bunny Forgione, Mark Hartlaub, Carlos Huerta, Eve Layman, Frank Lucido, Chris Markwood, Paul Meyer, Gerardo Moreno, David Moury, Susan Murphy, Elwin Myers, Thomas Naehr, John Regalado, Bradley Shope, Marilyn Spencer, Terry Tatum

Absent: LD Chen, Bill Cone, Larry McKinney, Christine Shupala

Note taker: Tiffany Hearne

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

II. Approval of Minutes
Motion was made by Marilyn Spencer and seconded by Frank Lucido to approve minutes of the Provost’s Leadership Team meeting held on February 18, 2014. No changes were made. Minutes unanimously approved.

III. Graduate Assistantship (GA) Handbook
Dr. Thomas Naehr gave an overview of the current GA Handbook. Defined types of assistantships we have, the development of a centralized application process, qualifications and requirements, tuition waivers and assistance, administration of the graduate assistantships and compensation. Discussion included the language to be included regarding face-to-face training sessions and the availability of tuition waivers during the summer. Comments on the GA Handbook should be sent to Dr. Naehr within the next few weeks.

IV. Enrollment Update
Margaret Dechant reported that current data is showing healthy application and admission rates. Enrollment Management will be aggressively encouraging students to enroll in courses early. Financial Assistance award letters will be sent out by March 31. Discussion followed regarding estimated increases of FTIC for Fall 2014, targeting UIL students in the Coastal Bend, orientation registration numbers, and the timeline for position requests with regard to the expected increase in FTIC students. The Provost asked Associate/Assistant Deans to work with David Billeaux to make sure that we will have enough seats available for the expected increase in students.

V. Paul Meyer
– HB5 Task Force Update: Dr. Meyer reported that the changes being made as a result of HB5 could begin to impact TAMU-CC as early as Fall 2015. Noted that the recommended high school plan will be going away and students will be able to switch to one of the new plans immediately, if they chose to do so. He discussed potential issues related to developmental math and English language courses, as well as the consideration for the development of a consortium between area high schools and universities.
- **Academic Partnerships (AP):** At this point in time, several graduate programs will be separating from AP, largely due to low enrollment numbers. The MSN online program we continue to be administered in-house following the separation. The College of Education is in the process of deciding a plan of action for the MAC and IDET programs as they separate from AP. The MBA is doing well and will not be separating.

- **PIR Staff Update:** Announced that they are close to finalizing the search for an Interim PIR Director who is expected to serve in the position for 6 months or less. The national search for a permanent replacement will continue.

**VI. Provost’s Comments**

- **Administrative Professional’s Group:** This group has been developed to fall in line with the Chair’s Development meetings and will meet on a monthly basis. There will be an expectation for attendance during the monthly lunch hour meeting and it will require departmental accommodation of time worked.

- **Summer Faculty Fellow Update:** In an effort to get our rules and procedures up to date, we have selected a couple of faculty members to work with Ryan Beard and Tiffany Hearne to review, draft, and prioritize them over the summer, as well as route them through Dean’s Council and/or other advisory bodies as needed.

- **Faculty Senate Nominations:** Marilyn Spencer announced that nominations are underway and elections will take place the week of March 24. The new members of the Faculty Senate are expected to be seated by April 25, 2014.

- **Academic Affairs Annual Reports:** The Provost is required to report to PC in early April. He has requested from department supervisors a list of key accomplishments for the past year. Reports are due to the Provost’s Office by March 26.

- **Faculty Evaluations:** The expected deadline for submission of faculty evaluations to the Provost’s Office has been moved to May 30, 2014.

- **Provost’s Retreat:** Those present were asked to save the dates of June 13-14, 2014 for the Academic Affairs Provost’s Leadership Retreat.

**VII. Good of the Order**

- **John Regalado:** Preparing for registration for summer and fall 2014 and continuing work with Starfish early alert system.

- **David Billeaux:** In the process of hiring for the HIPs position in the CFE, developing an evaluation instrument for the pilot of the IDEA Center student evaluations done in the College of Education, and completing a 360° evaluation of employees at the Vice President and Director levels.

- **David Moury:** He asked how workload reporting for the spring semester would be done. Paul Meyer stated that they are looking into revising the old reporting mechanism with the assistance of IT.

- **Terry Tatum:** Kay Anderson’s replacement will begin on April 1. IT is currently focusing efforts on working with PIR, tweaking Starfish, and several other things with regard to Academic Affairs.

- **Ana Billeaux:** The 6th Annual Parade of Nations is on April 7 at 5:00 p.m. in the PAC.

- **Marilyn Spencer:** Faculty Senate forums addressing Post Tenure Review will take place on Wednesday, March 19 and Thursday, March 20 from 3-5pm.
- **Elwin Myers**: AACSB accreditation took place in February and official results will come out in April.

- **Susan Murphy**: Planning for 2 Convocations in August is underway, as well as planning for Orientation. She is leading a Community in Practice on HIPs with Carlos Huerta in the CFE.

- **Ann DeGaish**: Referendum results showed 78% of votes in favor of increasing Health Services Fee, so this proposal will go on to the BOR. Terri Howe accepted the Director of Career Services position. Annual Islander Tribute is on April 8 at 6:00 p.m. in the O’Connor lobby.

- **Mark Hartlaub**: College of Liberal Arts processed its first grade appeal under the new procedure.

- **Carlos Huerta**: FYLCP is working on class schedules. The core curriculum has been approved for Fall 2014.

- **Ruizhi Chen**: CPIRA is working on the Post Doc program this month with regard to hiring processes and mentoring program. Next month, they will have a guest from System to discuss IRB related issues.

- **Gerry Moreno**: They are in the process of closing out the Title V ELITE program. External evaluators will be on campus this week. He thanked Terry Tatum for his work with Student Success on Starfish.

- **Thomas Naehr**: Graduate Studies is working to improve the graduate scholarship process, looking to improve Apply Texas application, and drafting bylaws for Graduate Council. Graduate Student Appreciation Week begins April 7.

- **Bradley Shope**: The IRP for the Department Innovation Grants will be out by the end of the month.

- **Bunny Forgione**: College of Nursing is working on undergraduate and graduate admissions. Dean Hamilton’s husband is doing well. Announced that the college won homecoming awards this year.

- **Lauren Cifuentes**: She is continuing to work to support faculty and students. Please contact the Office of Distance Education and Learning Technologies (ODELT) if you need assistance.

- **Frank Lucido**: Reported that he taught his first online course and thanked ODELT for their support.

- **Ryan Beard**: As the Provost reported, faculty fellows have been chosen and he is looking forward to working with them this summer on the rules and procedures.

- **Tiffany Hearne**: Announced that spring commencement planning will begin soon. There are over 900 students graduating at this point in time, which is consistent with previous years.

- **Chris Markwood**: Reported that he will be presenting at the next Board of Regents meeting with Kathy Funk-Baxter regarding the Programmatic Budget Review. TAMU-CC will be moving forward with requests for approval of a guaranteed tuition structure that is intended to encourage four-year graduation, increases in the health services fee, athletic fee, and the advising fee, as well as a proposal for a differential tuition structure in the College of Business. The Board of Regents will not vote on any of these items until May, therefore institutional budget plans will be delayed until further notice.

**VIII. Adjourn**

On motion to adjourn by Bunny Forgione with none opposed, the Provost’s Leadership Team meeting was adjourned at 11:34 a.m.

Submitted by Tiffany Hearne.