Present: Ryan Beard, David Billeaux, LD Chen, Lauren Cifuentes, Margaret Dechant, Ann DeGaish, Bunny Forgione, Mark Hartlaub, Juan Huerta, Patrick Larkin, Eve Layman, Frank Lucido, Karen McCaleb, Paul Meyer, Gerardo Moreno, David Moury, Riccardo Mozzachiodi, Susan Murphy, Elwin Myers, Thomas Naehr, Catherine Rudowsky, Bradley Shope, Christine Shupala, Ed Evans (for Terry Tatum)
Absent: William Cone, Chris Markwood, Larry McKinney, John Regalado, Leona Urbish
Guests: Elizabeth Shope, Angela Walker
Note taker: Tiffany Hearne

I. Call to Order
Meeting was called to order at 10:04 a.m.

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

III. Office of Distance Education and Learning Technologies (ODELT)
Dr. Lauren Cifuentes, Director of ODELT, gave an overview of the office’s activities. She provided an overview of their structure, student success initiatives, and reported that a student support services needs assessment is underway led by Kevin Houlihan. She provided data regarding the relationship between retention and online/E-line courses. Additionally, ODELT hopes to move away from face-to-face course offerings to eventually have all courses reported as at least web enhanced for continuity of learning. Cifuentes went on to highlight current initiatives to build a university-wide distance education and learning technology infrastructure. She provided island online analytics, a list of current projects, and information on their certificate program. Discussion followed regarding concerns about online writing and assignments at the graduate level. Eve Layman asked for input on ways to address resources for these students. *Gerardo Moreno will follow up with Eve Layman to further discuss her concerns.*

IV. Student Engagement and Success (SES): Judicial Affairs and I-CARE
Ann DeGaish and Angela Walker presented on the current state of judicial affairs and the ICARE program. DeGaish provided an overview of the Office of the Dean of Students staff, past 3 years of data regarding the number of cases seen noting that ICARE reports have increased and they are starting to see students making reports about their friends. The Office of the Dean of Students oversees the process for academic misconduct, not the outcomes, and maintains a centralized database. She discussed behavioral misconduct, the most common offenses (i.e. endangerment, drugs, breach of peace, on campus housing violations, alcohol), the process, and possible sanctions. There was discussion regarding the University Police Department’s (UPD) response and assessment of situations when called by a faculty/staff member. She stressed that the key is to be clear in the initial call about the level of the situation.

The ICARE program was then covered (i.e. program goals, intent of FERPA, most common report types). There was discussion of the Americans with Disabilities Act (ADA) Amendments Act of 2008 and the limitations it placed on what our university staff when dealing with students. DeGaish and Walker offered to provide group presentations to college Graduate Assistants and Teaching Assistants on request. She also covered new federal mandates under Title IX regarding sexual misconduct, sexual assault. Primary points of contact for these cases are UPD, the Employee Development and Compliance Services Office, or Judicial Affairs.
V. Vice Provost’s Comments

Staff Changes
- Jacqueline Fischer will be leaving Office of Academic Affairs to begin working with the Islander Transition Center as an Academic Advisor. Her replacement will be Catherine Bridges who is set to start in January 2015.
- Ana Billeaux has stepped down as Director of the Office of International Education. A national search will be underway soon to fill this position. No interim Director has been named.

December 23 Campus Closing Early
The university will be closing at noon on Tuesday, December 23.

VI. Good of the Order

Stephanie Box
Honors Program early deadline for current HS seniors is in January and the program has already accepted about 20 students. Box has accepted a position with University Housing, so beginning in January Elizabeth Shope will serve as the Interim Administrative Director until the position is filled.

Thomas Naehr
Graduate Council has selected the awardees for the 2015 Outstanding Graduate Awards and students have been notified. They will be recognized in the spring. Spring scholarships have been awarded and summer allocations will go out soon.

Ricardo Mozzachiodi
National Council of Research Administrators (NCORA) is able to provide a peer review of the research environment of an institution receiving federally funded grants. The Council of Principal Investigators and Research Administrators (CPIRA) will be reaching out to them to plan a visit to TAMU-CC. This is an initiative that is strongly recommended for emerging research institutions. Expected visit date will be in late spring or fall. Discussion followed.

Patrick Larkin
University Excellence Awards process should be announced today and nomination forms will be available online.

David Billeaux
Wished everyone happy holidays!

Ed Evans
There will be upgrades taking place to the storage switches in the data center tomorrow evening. Upgrades should be non-disruptive.

Ann DeGaish
The University Center staff that was displaced will remain in their temporary locations until approximately Spring Break 2015. The Anchor Ballroom will be available for reservations beginning spring 2015. Expected open date for Anchor Ballroom is January 20, 2015.

VII. Adjourn
On motion to adjourn by Bunny Forgione, seconded by Ricardo Mozzachiodi, the meeting of the Provost’s Leadership Team was adjourned at 11:47 a.m.

Submitted by Tiffany Hearne.