Provost’s Leadership Team
Meeting Minutes (revised)
Tuesday, September 16, 2014

Present: Ryan Beard, Ana Billeaux, David Billeaux, Jan Brott (for Lauren Cifuentes), Margaret Dechant, Ann DeGaish, Bunny Forgione, Mark Hartlaub, Carlos Huerta, Bryant Griffith (for Patrick Larkin), Eve Layman, Frank Lucido, Chris Markwood, Paul Meyer, Gerardo Moreno, David Moury, Riccardo Mozzachiodi, Elwin Myers, Thomas Naehr, John Regalado, Bradley Shope, Christine Shupala, Terry Tatum, Leona Urbish

Absent: Stephanie Box, LD Chen, Bill Cone, Karen McCaleb, Larry McKinney, Susan Murphy

Guest: JoAnn Canales, Mary Beth Davis

Note taker: Tiffany Hearne

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

II. Approval of Minutes from July 15, 2014
Motion was made to approve minutes of the Provost’s Leadership Team meeting held on July 15, 2014 by Eve Layman and seconded by Bunny Forgione. No changes were made. Minutes unanimously approved.

III. Study Abroad
Mary Beth Davis, Coordinator of International Initiatives, reported on the overall progress of the Study Abroad program and provided insight to upcoming initiatives. Discussion followed. PowerPoint presentation was provided via email following the meeting.

IV. Enrollment Management
As of September 12, 2014, the unofficial 12th class day preliminary data reports showed total enrollment headcount was up 2.8% at 11,256 students. First-time-in-college (FTIC) total enrollment was 1,992 students. FTIC high achievers enrollment is up 13.7% for a total of 462 students. Alternative admission admits by committee was the lowest it’s been in 3 years, at 32.9%, compared to last year’s 33.5%. Looking to fall 2015, comparing like days, all applications and admits are up. Apply Texas went live on August 1, so fall 2015 recruitment is underway and the first Island Days has been scheduled for Saturday, October 18.

V. College of Graduate Studies Update
JoAnn Canales covered the College of Graduate Studies’ (CGS) Assessment Update, which was originally presented to President’s Cabinet in April 2014. Data was presented as it aligned with the Momentum 2015 imperatives of excellence, engagement, and expansion. A copy of the presentation was distributed following the meeting.

Other items discussed included:
- The CGS view book. Copy was distributed.
- Graduate program review timeline. Timeline will be posted on the Graduate Studies website.
- Deadline for Graduate Awards nominations is Wednesday, October 15, 2014.
- Shared information about the Fulbright Scholar Program. JoAnn Canales is the campus liaison for this program.
- Announced Graduate Student Appreciation Week will be April 6-10, 2014. Events to be held in the Performing Arts Center (PAC).

VI. Provost’s Comments

Independent Study, Study Abroad
We will begin working to send select faculty and advisors on site visits to increase their knowledge and excitement when they share information with students. As these programs grow, there may be opportunities that are not tied to a program developed by Mary Beth Davis. Effective immediately, all independent study away opportunities sponsored by faculty will need to follow the same approval process as all other study abroad programs. If credit is being granted for a trip, it is considered a university program and must follow appropriate university processes, beginning with the Office of International Education (OIE). Not all opportunities will be approved (i.e. when TAMUS has banned a specific area). For more information, feel free to contact Ana Billeaux and/or Mary Beth Davis in OIE.

Program Coordinator Reviews
As we prepare for our SACSCOC 5-year report, the university is required to ensure that we have credentialed academically qualified faculty members to oversee programs. The Provost’s Office will develop a compliance checklist for distribution to deans and chairs either annually or on a semester basis. Christine Shupala must have all appropriate bodies review the program coordinator description to verify that it accurately reflects the position as it currently functions. The description will be emailed to the group in the days following the meeting for review.

Distance Education Course/Program Audit
We must ensure that all faculty teaching distance education courses are credentialed to do so. We will also be looking into the possibility of how many degree programs could potentially be offered online.

P&T Reception
This year, the P&T Reception will take place toward the end of October/early November. To control the amount of time spent on introductions, the Provost’s Office has begun developing a video.

Upcoming Awards
Calls have been sent out for the Outstanding First-Year Advocate Award and the Minnie Stevens Piper Award. Additionally, information regarding the Regents Award will be sent out in the next month.

VII. Roundtable
Jan Brott – Provided a report for the Office of Distance Education and Learning Technologies.
JP Regalado – He announced three new academic advisors began work this week in the Colleges of Liberal Arts (CLA), Science and Engineering and Nursing and Health Sciences (CONHS). The Islander Transition Center will also have a new advisor beginning October 1. The annual NACADA conference is coming up and 2 of our academic advisors and a faculty advisor will be recognized for their outstanding academic advising.

Leona Urbish – Planning and Institutional Research (PIR) is now on schedule with Texas Higher Education Coordinating Board reports. She also hopes to fill the Research and Reporting Analyst position soon.

Mark Hartlaub – CLA faculty are working on Hispanic Heritage Month events. The kickoff event was just beginning.

Ann DeGaish – Career Services has hired an Assistant Director for Employer Relations, Heather Hanami. Her objective will be to get out in the community and find new placement opportunities locally, regionally, and nationwide for our students. A search for an Associate Director is underway. Career Services is preparing to kick off the series of fairs held on campus (i.e. Internship, Alumni Career Mixer, All Major Career Fair, and Teacher to name a few).

Frank Lucido – Current searches underway in the College of Education include: department chairs and a new Director of the Garcia Center. The Elementary Teacher Prep Program was ranked no. 14 among the Top 20 College Campuses with the Best Elementary Undergraduate Programs by the National Council on Teacher Quality. The college will hold its Dean’s List recognition ceremony in a couple of weeks.

Riccardo Mozzachiodi – He is the Vice Chair for the Council of Principal Investigators and Research Administrators (CPIRA) and announced that he will be attending Provost’s Leadership Team meetings for Dr. Ruizhi Chen at this time.

Eve Layman – She thanked PIR and Graduate Studies for their assistance in completing a national survey and announced the search for a new Graduate, Nursing Department Chair is still underway. Those present were asked to encourage anyone they know that meets the job requirements to apply. On September 25, 2014 in the PAC at 5:30 pm, the CONHS will be initiating a new tradition, a White Coat Ceremony. The event is sponsored by the American Association of Colleges of Nursing and the Arnold P. Gold Foundation. Its purpose is to officially recognize new undergraduates that are beginning the clinical laboratory portion of their education.

David Billeaux – Assistant Director of the Center for Faculty Excellence (CFE), Dr. Leslie Mills, will be gearing up our university’s High Impact Practices (HIPs) initiative this fall and she may be contacting members of the group.

Ryan Beard – Reminded everyone that we are approaching the end of the assessment cycle. He encouraged faculty and staff to feel free to contact him if they need assistance.

VIII. Adjourn
On motion to adjourn by Carlos Huerta, seconded by Frank Lucido, with all in favor, the Provost’s Leadership Team meeting was adjourned at 11:40 a.m.

Submitted by Tiffany Hearne.