Academic Council Meeting Minutes – February 19, 2020

Members Absent: K. Akins, R. Faulk, J. Lambert, S. Tello
Guests: M. Duke

I. Business

a. Strategic Plan Process Update
   Dr. Tomek said the strategic planning committees have been very active. She is scheduled to meet with the committees next week and then the following day they will make presentations for Dr. Glenn.

b. University College and Functions
   Dr. Glenn shared that University College will be dissolved. All functions are moving under the “Center for Student Success.” Currently a director for the grant has been hired. Dr. Tomek explained the grant focuses on enhanced supplemental instruction, enhanced pedagogical training for faculty and creating community ties/internships with students. She said the grant is a tiny subset of the overall theme of student success. Dr. Glenn said we want to expand the mandate of what University College and others were doing which is supporting the students until they finish, tracking numbers, providing intervention, advising and tutoring.

c. Internal Search for Associate Provost
   Dr. Glenn thanked Dr. Tomek for stepping up to the role of Interim Dean of the School of Arts & Sciences. The Associate Provost internal search will begin soon. The Director of the Center for Student Success will report to this person. All of the student and curricular issues will be with the Associate Provost. This person will be responsible for staying on top of program reviews. Dr. Tomek said this position will also attend regular meetings for Houston Guided Pathways to Success as a liaison. The plan is to have someone active by the end of the semester.

d. Faculty Meetings
   Dr. Glenn asked for the schedules for division and department meetings to be emailed to Ms. Matthews. He plans to start stopping by these meetings for 10-15 minutes for Q&A, to hear any issues, and to get to know people. He explained all of these pieces are a part of an overall mission and growth and it helps to hear people’s ideas. Arts & Sciences have three divisions and 2 meetings per semester; the school usually meets twice per semester; departments are informal and no set
meetings. Education has program meetings once a month; program coordinators meet once a month; full faculty meetings for the school are also once a month. Business has a full faculty meeting in Katy at least once per semester; departments tend to meet more informally, sometimes they get together after faculty meetings for discussions; executive team (chairs and associate deans) meet every two weeks. Dr. Colwell said lately there has been three faculty meetings in Katy due to all the changes and restructuring. Staff Council meets once monthly; library staff meets every Wednesday.

II. Updates

Enrollment Management – Mr. Lagal said the degree plan records are being updated. Recurring workshops are running weekly. They are trying to work out a good strategy. Dr. Glenn shared with deans that in the near future he will be meeting with Dr. Cantu to discuss the advising and recruiting plan going forward.

Faculty Senate – No report

Information Technology – No report

Library – Ms. Locher said the Chick-fil-a is being built on the first floor of University Commons. The shades were just installed on the 3rd floor west windows and scaffolding is still everywhere. The library is conducting an environmental survey to find out how the building is being used. Every hour on the half hour, they see who is where and what people are doing. They are trying to determine if some areas are not being used. The security gates have a counter but it is not an absolute number since people can also enter the library from the elevator. All of this data is recorded on a spreadsheet and will be included in the annual report. Ms. Locher shared they are excited to have been asked by Student Affairs to be a part of Student Orientation. The library recently had a grant writing workshop in Victoria and will be holding one in Katy. This is a free workshop funded by the library for UH, UHV faculty, staff and students.

Registrar’s Office – Ms. Kenney shared that the office is busy and in the process of entering summer and fall schedules. Everything is on target and ready to open April 1. They will be able to begin using grade change workflow through PeopleSoft. She needs to visit with deans about approvers. Enrollment zap was done yesterday. Sections scheduling program will be implemented by the end of the semester. The first training meeting is Wednesday.

Student Affairs – No report
Student Government – Ms. Duke said she is chair of the academic committee for SGA and she is filling in for Ms. Tello who could not be there. Dr. Glenn said he is interested in hearing what the students think about face to face vs. online classes. Ms. Duke said typically students take online classes because they are easier. Cheating was discussed and Dr. Glenn will talk with Dr. Akins on this issue. Dr. Litton said this is a SACS issue as well; five years ago it was recommended to have a review process to ensure the quality of the course is maintained. School of Education set up a procedure--a committee and template based on national standards for what constitutes a good online product.

School of Arts & Sciences – Dr. Tomek said she restructured STEM and now has a STEM chair in Victoria. ABET is under a different form of leadership and everyone has some level of representation. She has reached out to the chairs and explained there are certain requirements of criteria that must be met: 1) being in Victoria 20 hours per week regardless of where you live, and 2) teaching a face to face class in Victoria. She is having a workshop for Arts & Sciences staff and faculty on Friday. They will have discussions and look at some things as a unit, possibly having the departments set up differently, restructuring divisions, etc.

School of Business – Dr. Colwell said they are moving forward with a lot of changes. They have completely changed the faculty evaluation plan and they are having discussions with faculty about shared governance. The point of it is to align the incentives of the faculty more with the strategic direction of the school and university. They appointed a new Associate Dean, Dr. Ron Salazar, and a Director of Community Engagement, Dr. Kaveh Moghaddam; this will allow more of a community presence in Katy. They hired a digital marketing firm to create a marketing strategy for the school. They now have an accounting department with Dr. Danny Chiang as chair. He has already set up an accounting club. The new masters in accounting is now live.

School of Education – Dr. Litton said the school received a preliminary notice that they met all six state standards and are recommended for the annual Texas Education Agency accreditation process. Nursing is working on a report of how we can interface better with Victoria College in terms of a four year degree effort.

III. Announcements

Dr. Glenn

- Welcomed and introduced his new Senior Administrative Assistant, Kendra Matthews.
- Congratulated the School of Business and School of Education for their reaccreditations.
• Shared that the Provost office received a letter from one of the honor societies stating we received gold certification.
• Reminded his direct reports that their job performance evaluations are approaching and should already be scheduled; he asked that everyone email the self-appraisal form before their scheduled time.

As recorded by:
Kendra Matthews