

Minutes
College of Education Faculty Advisory Council
April 4, 2003
SWT – Education Building –Room 4002-6

Members in Attendance:

Nathan Bond, Beth Erickson, Russ Hodges, Marla McGhee, Sharon O’Neal, Bobby Patton, Jovita Ross-Gordon, John Walker, Jo Webber

Members Absent:

Deborah Buswell, Roxane Cuellar-Allsup, Linda Homeyer, Moe Johnson, Alicia Paredes Scribner, Susan Field Waite

Guests in Attendance:

Dean John Beck, Leslie Huling, Rich Radcliffe, Virginia Resta

FAC Chair Webber called the meeting to order at 2:07 p.m.

I. Discussion with Dean Beck: COE Budget

A. Budget Reductions for FY03: Dean Beck focused his comments on the budget reductions for FY03. In future meetings he would like to discuss the FY04 budget reductions, which President Trauth and the Vice Presidents are currently determining. Next year’s budget might include 12.5% in cuts. For FY03, the College of Education needed to reduce spending by approximately \$35,000. Money from an unfilled staff position in the Advising Center (\$30,065), from the M&O account (\$2,500) and from the Mitte Chair account (\$2,500) was used to meet the shortfall. The Dean sought cuts that would have the least effect on students. The FAC asked if the staff position in the Advising Center would be filled and included in next year’s budget. Although the absence of this staff person caused some problems in the Advising Center, Dean Beck stated that the problems were manageable under these circumstances.

B. Size of the reductions: When asked by the FAC why the budget reductions were small, Dean Beck responded that President Trauth and Vice President Gratz were dealing with lots of ambiguity from the Legislature throughout the process. To avoid this problem next year, colleges may be asked to present three different budgets with varying amounts of reductions: 12.5%, 10% and 8%. The 12.5% budget reduction would force the College to examine faculty salaries. Unassigned dollars for faculty positions would probably be the first monies to be eliminated. A reduction of the adjunct teaching staff might also be considered. The Dean reiterated his support for the adjunct and the valuable role they play in the College of Education. The Dean stated that the numbers for admissible new freshman and graduate school applications had increased since last year.

C. Round Rock Higher Education Center (RRHEC): The Dean also discussed the budget and the relationship of the Round Rock Higher Education Center (formerly known as MITC). The community of Round Rock is willing to provide 12 or 13 million dollars if SWT builds a site in their city. President Trauth had originally planned to ask the State Legislature for a special line item to fund the site. The latest request, however, is to be granted authority to sell the Tuition Revenue Bonds as a way to pay for facilities on the new site. If SWT builds a campus in Round Rock, the enrollment would probably climb to 5000 students. Until RRHEC reaches a certain size, the College of Education is bound to treat both faculties as one. Eventually, Dean Beck believes that the College will need to have a separate staff dedicated completely to the site. Budgeting the RRHEC location is challenging, since many students take courses at both campuses. Dean Beck closed by stressing the importance of spending student fees at RRHEC.

D. Budget Accounts: Dean Beck distributed a handout that outlined the seven budget accounts, their purposes and their general spending. In these accounts, there are only four places where monies can be moved from one area to another. These include: wages, travel, Maintenance and Operations (M&O), and capital. Dean Beck stated that in a typical year the next budget would have already been decided. Usually, the budgets are completed electronically with windows given to Chairs, Deans and Vice-Presidents to make adjustments. Because of the unresolved financial situation at the State Legislature, the university does not have a budget.

The Dean commented that the State funds universities and that the universities then decide how to fund their programs. Certain courses, such as the field-based courses receive additional dollars.

E. Ways to Generate Money: The Dean discussed several ways that the College can generate money: First of all, he has encouraged the Chairs to continue saving money in the areas of wages, travel and M&O, because 75% of this saved amount can be rolled over and used in the following year's budget.

Second, some income generating accounts can be created. The accounts would propose a budget to the University and follow it. For example, the Advising Center has such an account that operates on a \$35,000, and unspent money can be used the following year. This type of program differs from fee money, which is collected from students and then given back to them in the form of services. For example is providing scantrons to students.

Third, some departments may want to consider creating a workshop account similar to the one in HPER. When faculty members conduct summer workshops and clinics, part of the revenue is returned to the department.

F. The Budget Committee and the FAC: Dean Beck sought feedback from the FAC on its relationship with the newly elected Budget Committee. At the next meeting he would present the amount of money that would need to be cut and then let the Budget Committee help to develop the budget. The FAC would offer suggestions on the College's spending priorities.

II. Discussion with Dean Beck: Chair Evaluations

In previous years, SWT participated in the IDEA Project, which is a standardized national form that is used to evaluate the Chairs and Deans. After IDEA increased its cost, the University decided against participating in the project. The Deans agreed that the colleges would use an earlier process. Dean Beck presented the FAC with a proposed evaluation form and hoped that the evaluations could be ready to distribute in a couple of weeks or by April 14th. The proposed evaluation form is a combination of directives from the University's PPS as well as the IDEA Project. Although this form is an unvalidated instrument, the Dean is confident that it will yield good information.

The FAC suggested that the evaluation be modified to address these concerns:

- How will Acting Chairs be evaluated, since some of the questions are not applicable?
- How will the results be shared?
- Does this evaluation differ from the one recently completed by HPER, which was a three-year summative evaluation?
- To whom will the completed forms be given?
- Should a section be added to solicit qualitative feedback from the faculty member? The faculty member could respond to the prompt: "What is your personal experience with this Chair?"
- The phrase, "personnel committee," should be changed to "faculty" to avoid some confusion.

III. Approval of the Minutes from March 21, 2003

Jovita Ross-Gordon moved to approve the minutes from March 21, 2003. John Walker seconded the motion. The motion passed.
--

IV. Old Business:

A. FAC Committee on Committees Report: Chair Webber presented a brief update on the Committee on Committees. This group aims to determine the committee structure in the COE and workload of the members. The FAC reviewed the latest versions of the surveys that will be distributed to COE faculty members. Some questions, such as the one on gender, were removed to enhance and shorten the survey. Chair Webber reported that one Department Chair had already returned a completed survey and that meeting with the Chairs was instrumental in helping them to understand the purpose and value of the surveys. The data gleaned from the surveys would not be analyzed until the spring semester ends. In closing, the FAC discussed providing some incentives to faculty who completed their surveys.

B. Future FAC Priorities: Before the last meeting in May, Dr. Webber would like the FAC to address two issues: (1). What topics will the FAC focus on in the future, and how do they relate to the FAC's vision and mission? and (2) How will members be elected and determined to serve on the FAC next year? Chair Webber encouraged all

members to reread the FAC Constitution. Marla McGhee volunteered to facilitate a meeting to determine the FAC priorities for the next few years.

Beth Erickson moved to adjourn the meeting. Bobby Patton seconded the motion. The motion passed.

FAC Chair Webber adjourned the meeting at 4:10 p.m.

Respectfully submitted,

Nathan Bond (C&I)
FAC Secretary