

Academic Affairs Council Meeting
June 25, 2024
Summary and Action Items

1. **Profit and Loss Statements for Colleges** – Mr. Eric Algoe and Ms. Cristine Black reviewed the FY23 profit and loss statement for the division of Academic Affairs, colleges, and departments. They described the key revenue and expenses in the statements, including the “Other Institutional Expense” category of \$166M in expenses that includes fundamental university services, administrator and staff salaries, facilities, and operations. Revenue is largely based on student credit hour generation in the teaching department, not the student’s major college/department. The Council discuss limitations of the current profit and loss model and key decisions needed as TXST moves to a new RCM budget model and colleges assume greater responsibility and oversight for budgets.
2. **Moving Department Chair/School Director Annual Reviews into Faculty Qualifications** – Dr. Matt Brooks sought the deans’ comments on transitioning the annual evaluations of department chairs/school directors to the Faculty Qualifications system to replace the current manual process. This move would streamline workflow and create a central repository. He also asked for feedback on transitioning the summative review of endowed chairs/professors into Faculty Qualifications. Deans indicated their support, with Dr. Brooks returning to a later Council meeting to discuss details.
3. **Faculty Contracts** – Ms. Lyndi Wittekiend described TXST’s regulatory obligation to provide contracts to certain faculty by July 31, 2024, including full-time non-tenure line faculty. A Sharepoint site is used to manage the information flow for issuing contracts. These contracts will include the confirmed FTE assignment for FY25 and any new title and salary adjustment associated with the instructional title series (assistant, associate, professor ranks). The contract will be the formal notification of the title changes. Deans and department chairs/school directors will be able to view final decisions on instructional titles in SharePoint later in July.

Departments and colleges will be responsible for communicating any merit/performance adjustments to faculty per the salary review timeline published by HR. These notifications will take place in September 2024, after the process concludes. The Council also discussed changes to federal law regarding minimum salary wages for exempt employees; the salaries for many academic advisor I positions will increase as of July 1, 2024 to \$43,888. Funds for these salary adjustments are derived from the merit/performance salary review funds allocated to the division of Academic Affairs. This means the merit/performance pool is slightly less than 3 percent. Salary review and recommendations for both faculty and staff take place in SAP.

4. **Undergraduate Admissions Report** – Mr. Gary Ray provided the Council with an undergraduate admissions report. He provided a brief update on FAFSA and noted that FTIC and transfer applications and admissions are up from last year. Housing contracts are also up by 3% from last year. Currently our freshman retention rate is 79% and 80.3% for transfer students.
5. **Graduate Admissions Report** – Dr. Andrea Golato provided the Council with a graduate admissions report. She announced that the Civil Engineering and Integrated Molecular and Biophysical Chemistry doctoral programs are now accepting applications. Overall graduate enrollment is up and outreach is being done for those students who have been awarded a scholarship but have not reacted to it as well as those students who have been accepted to TXST but have not yet registered.

OFF AGENDA

Provost Aswath briefly reviewed plans to reorganize the Office of the Provost to bolster capacity in several key areas, including a Vice Provost for Faculty Affairs and Chief of Staff. Effective fall 2024, Dr. Vedaraman Sriraman will become Senior Vice Provost for Academic Planning, Policy and Budgets. Dr. Debbie Thorne announced she has accepted placement with the Chancellor of the University of North Carolina Charlotte for the American Council on Education's fellowship program FY25.

Dr. Cynthia Hernandez introduced Ms. Valerie Holmes, who has joined TXST as Associate Vice President and Dean of Students. She will oversee the Dean of Students Office, the Counseling Center, and University Health Services to facilitate and deliver student health and well-being programs and services including addressing basic needs, students of concern, and students in crisis. Dr. Vince Morton will be transitioning to a special assistant role in the division of Student Success to work on special projects in the division and serve as a liaison with Athletics.

Ms. Sandy Pantlik discussed University Marketing's plans to meet with deans to understand their program marketing priorities and to focus resources on marketing TXST graduate programs. She described new staff in digital advertising and UI/UX programming. A pilot is under consideration, which would selectively market certain programs and assess results (e.g., select one graduate program to market per college). The Council discussed the importance of setting institutional marketing strategy as well as programmatic strategy and dedicated resources. Provost Aswath suggested a smaller working group of deans to focus on marketing efforts.

Dr. Sriraman announced Dana Willett is leaving TXST after eight years of service to join UT Austin.