Dean's Council
April 18, 2025
10:30 am
KLM 430

1. Guidance on Promotion of Faculty News (Dr. Claudia San Miguel)
   a. Steve Harmon wants to know what information to share with the campus about faculty, staff, and student achievements (see handout). Steve would like the Deans and the Provost to be the gatekeepers of that info and funnel requests to him. Administrative assistants can send requests through WorkZone to determine what can be shared via social media and what can be shared via a campus-wide email, for example.
2. Summer Courses (Dr. Claudia San Miguel)
   a. How many courses can faculty teach over the summer? Information from the Provost is posted to the Faculty Senate website FAQs. A faculty member may teach one, two, or more than two classes, during the summer, but that is not a mandate. Deans should use judgment to advise tenure-track faculty members on how much they should teach in the summer, in order to balance their scholarship endeavors.
3. Course Scheduling (Dr. Sean Madden)
   a. Scheduling has been open for 2 weeks. Many summer classes are already full. Online caps were bumped up to 60, unless they're writing-intensive. More classes in history, political science, and English will be asked to be offered online as needed.
   b. We're up a couple hundred students for the summer over last summer and up 1,000 SCH.
   c. Around May 1st notices will be sent out about low enrollment for Maymester classes, and around May 15th for summer classes.
   d. Upper-level classes are already filling for Fall. We will have to either increase classes or increase caps to accommodate transfer students. A determination will be made next week.
   e. Take a look at 3-year degree plans. If a class is supposed to be offered in summer, please make sure it is being offered.
   f. Graduate level course caps will not be increased past 30; only those that are around 20.
   g. New initiative for Fall—adding subterm 2 undergraduate classes for core courses that are only online. Will be taught by adjunct faculty. Trying to expand use of Acadeum (plugs in students from other system schools). Will try to use this as a safety net for science courses. Possible MOU with Prairie View because they don't have enough faculty to teach courses such as Anatomy & Physiology.
   h. Moving from every semester scheduling to a once-a-year framework starting in Spring 2026 for Fall 2026, Spring 2027, and Summer 2027. Scheduling for this timeframe will start January and February 2026. Hopefully, this means we'll be doing better with 3-year degree plans. The first year will be tough. Everyone needs to update 2-year degree plans to 3-year degree plans. 3-year degree plans will be due at the end of October 2025 for all programs. Scheduling will be done for Spring 2026 in June, and Summer 2026 in July of this year. Discussion ensued and this, as well as glitches with registration.
4. Adjuncts (Dr. Ari Gonzalez)

a. Having a hard time collecting transcripts and CVs. Erika, from Provost's Office, emailed chairs with lists of names of those missing information. Some of those on the list were not rehired going back to Fall 2024. Deans were asked to follow up with chairs.

b. Have to use HR as a means of extracting unofficial transcripts.

c. Provost's Office will not activate adjuncts in Banner that are missing vital information, until it is received. An exception will be made for those hired at the last minute. Trickles down to Blackboard, email access, etc.

    i. Dr. Lola Norris—also affects faculty teaching graduate courses who need to apply for Graduate Faculty status (CV).

    ii. Discussion followed about the process of requesting and receiving the transcripts, where they might be getting misplaced, and how the transcript request is initiated. Interfolio may help with this issue. This also creates problems for credentialing.

    iii. All CV's and transcripts are kept digitally in the Provost's Office now.

5. Retaining Visiting Faculty (Dr. Claudia San Miguel)

a. Visiting Faculty were hired to alleviate the number of courses being taught by adjuncts. Do not intend to repeat practices from last summer. Check with the Provost to make sure the PIN is still available (see handout). Several memos are needed—the faculty of the program and the chair need to create documentation with a vote on why the individual needs to be retained. The documentation should be sent up through the deans to the Provost. Need to make an argument that the individual is beneficial to the department, has good teaching evaluations, etc. This should be done in the next few weeks for next year. The Provost will then make a decision on whether or not to retain individuals.

6. Promotion and Tenure, and PPE's in Interfolio (Dr. Sean Madden)

a. Dr. San Miguel—All dossiers will be submitted through Interfolio. Physical dossiers will no longer be accepted. I have been meeting with faculty to let them know.

b. New PPE's for each college should be loaded by next month. Currently beta testing.

c. July 1st will be available for all faculty going up for P&T to upload information. External reviews will still need to be collected the old way by creating lists and emailing. Later, this process will also be done through Interfolio.

d. For PPE's faculty member will get feedback from each level (chair, dean, Provost) and be able to respond to each step. Interfolio will show the workflow for every step.

e. In Interfolio, the PPE scores can be changed at each level, if the dean disagrees with the chair, for example.

f. For P&T there will be "Binder 1" and "Binder 2". "Binder 1" will be the short dossier, with CV, all of the PPE's, teaching evaluations, chair & dean letters, and external letters. "Binder 2" will be all of the supporting documentation. Candidates can print but not download.

g. Dr. Lola Norris—what about administrators that want to go up for full professor? What is the process? Dr. San Miguel—Interfolio would still be used, but there would have to be documentation that the person has kept up with teaching, research, etc. Instead of WorkDay evals, memos would need to be used to show that activity has been kept up.

h. All levels will have to bring laptops or phones to the department, college, university P&T committees to vote. All votes will be anonymously recorded through the Interfolio system.

7. Promotion & Tenure External Reviewers (Dr. Claudia San Miguel)

     a. Faculty members going up this Fall should already have a list of external reviewers ready to review with the chair. The deans can also add or subtract potential reviewers. External reviewers are reviewing solely on research.

     b. Dr. Ruby Ynalvez—should each college have a set of guidelines for selecting external reviewers? COE, SSB, COAS do have guidelines and rubrics. Dr. Ynalvez—Can this be added to the Faculty Handbook? Dr. San Miguel—or the Provost's website. More discussion ensued about rubrics and processes for selecting the final list of reviewers.

     c. Dr. San Miguel will send an email to those eligible for full professor to ask if they *intend* to apply, so that the search for external reviewers can begin now. An information session will be provided (if there is time before the end of the semester) to these individuals.

     d. Dr. Luis Batres-Perez—is there a mechanism in place to review associates? Dr. San Miguel—Yes, there is post-tenure review. There will be a mechanism in place to review post-tenure. Dr. San Miguel has a spreadsheet that logs all scores for all faculty, so that if corrective post-tenure review is needed, the Provost's Office knows. Dr. Norris—also if they're on post-tenure review they are no longer eligible to be full graduate faculty. They will have to reapply. The Deans need to notify Dr. Norris of this, and when they are off post-tenure review.

8. QM (Dr. Ari Gonzalez)
     a. There are a large number of expired QM courses. None of the courses on the list are in progress to be recertified, and a designer has not been assigned to recertify. Ari will email Deans so they can share with faculty of record. Summer is the perfect time to work on the recertification. There is a stipend for recertification.

9. Webpage and Social Media (Dr. Claudia San Miguel)
     a. Janie Hernandez will schedule a time to take the dean's pictures and feature what's going on in each college.

10. Reminders (Dr. Claudia San Miguel)
     a. Personal travel to specific countries needs to be submitted through Workday. It is not for anyone to approve or disapprove, but the university needs to be notified. A reason needs to be provided; it does not have to be detailed.

     b. Deans please try not to take leave right after Commencement because grade appeals, etc. need to be addressed.

     c. Faculty searches close April 25th, except for the Library.

     d. Administrative Professionals Day is Wednesday, April 23rd.

11. Updates
     a. Dr. Lola Norris—Spring enrollment for graduate studies (see handout). If the Deans have any questions, please check with Memo in the Office of Graduate Studies.

Meeting adjourned at 12:05 pm.

Office of the Provost and Vice President for Academic Affairs

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Deans' Council
April 18, 2025
10:30am; KL 430

I. Course Schedules
   a. Summer schedule and number of classes per faculty
   b. Increasing caps to summer courses
   c. Multiyear course scheduling
   d. Adjuncts—transcripts and banner forms

II. Retaining Visiting Faculty—refer to my email

III. Promotion and Tenure, and Promotion to Full Professor
   a. Interfolio
   b. External reviewer letters

IV. QM

V. Webpages and Social Media

VI. Reminders:

   a. Governor Abbott's Executive Order No. GA-48
   b. Try not to take vacation leave when semester ends
   c. Faculty searches close April 25th

VII. Updates

Guidance on Promotion of Faculty News

A reminder, if your faculty have news of awards, accolades, honors, publications, research findings, unique faculty-student collaborations or successes to report in partnership with existing or new University initiatives or programs, or news of a community-facing activity or event, our Office of Public Relations, Marketing, and Information Services (PRMIS) would like to help tell that story.

As you know, sharing major news of faculty successes is part of our Strategic Plan and PRMIS does this for this. There is, however, a process to follow to ensure consistency and review to identify best possible news distribution schemes.

This is done by requesting a News Release via the **Workzone** system used by PRMIS. Workzone is a web-based tool used to manage PRMIS workflow, assignments, review and release for production or publication.

Workzone contacts have been designated within each College/School and most departments. Use this link to identify a contact within your area and ask them to initiate a News Release request. You can also provide your designated contact with relevant details, i.e., an abstract, photos, list of contacts, target audiences, etc. These will be attached to the request, along with your contact information and other relevant details, such as urgent tie-ins to an on-campus event.

While our connected campus has made the notion of sharing information by Teams, email or text an often-common practice, this does not help PRMIS to manage its workload efficiently or effectively, so submission by Workzone request is the default route to follow.

Bear in mind that all requests will be reviewed and considered for their potential use by designated or external media, and/or utilization on University-owned media (tamiu.edu, Trailblazer, TAMIU Insider, Blackboard, Announcements email and official social media channels).

Please share this routing guidance with faculty so that we can efficiently and effectively tell their success stories.

From:	San Miguel, Claudia E <csanmiguel@tamiu.edu>
Sent:	Friday, April 11, 2025 2:23 PM
To:	Ynalvez, Marcus A; O'Meara, James; Mott, Daniel J; Perez-Batres, Luis
Cc:	Gonzalez, Ariadne A; Maddan, Sean A.
Subject:	RE: Clarification on Retaining Visiting Faculty

Deans,

I will mention this more at our next deans' council meeting.

IF you intend to request that a visiting faculty be retained for another year, there are certain steps to follow.

1. Check with me to see if the PIN is still available. Sometimes, you are using a borrowed PIN (a PIN from another college or department) and I need to verify that the PIN is available for you to use.
2. If the PIN is indeed available for you to use, I need several things:

a. A memo from the faculty of that program/discipline. I will not more forward unless there is support from program/discipline faculty. While support does not need to be unanimous, I do need to see that program faculty have: (1) support/recommend retaining the individual, (2) reviewed the individual's CV, (3) discussed the need to retain the individual in order to maintain appropriate faculty sufficiency numbers, (4) reviewed teaching evals, (5) etc.
b. A memo from the department chair in support of retaining the faculty
c. A memo from the college dean in support of retaining the faculty

I need all of these pieces before I consider retaining any visiting faculty.

Claudia

Graduate Student Enrollment

Chart: Number of Enrolled Students by Academic Year (Fall, Spring, Summer)

Academic Year	Fall	Spring	Summer
2014-2015	824	833	490
2015-2016	836	806	511
2016-2017	821	812	552
2017-2018	862	822	550
2018-2019	974	1023	779
2019-2020	1205	1180	983
2020-2021	1432	1390	1093
2021-2022	1651	1534	1163
2022-2023	1502	1376	1108
2023-2024	1531	1647	1364
2024-2025	1786	1856*	

*Spring 2025 as of 04/11/2025
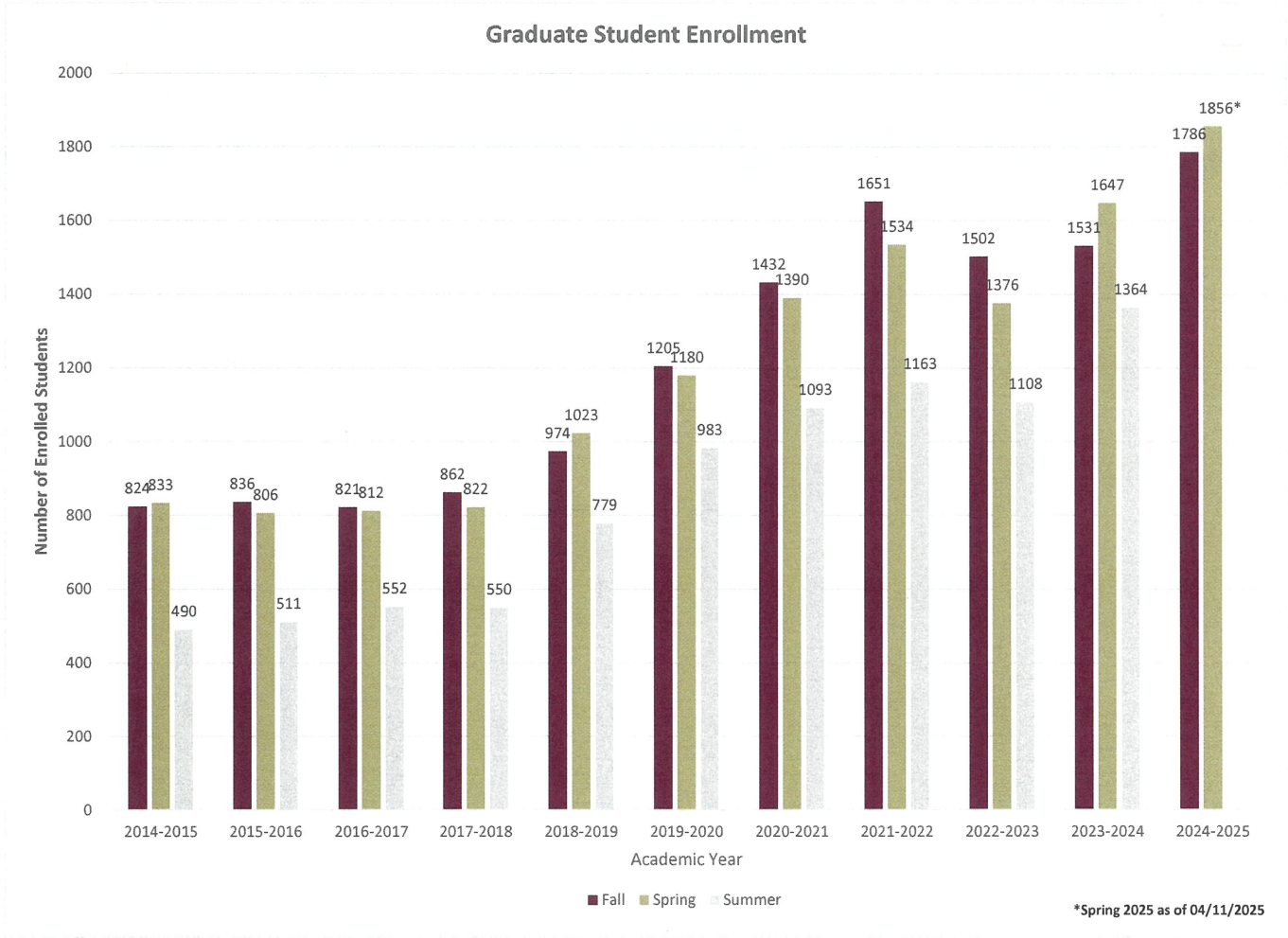
TEXAS A&M INTERNATIONAL UNIVERSITY
GRADUATE SCHOOL
NEW APPLICANT COUNT COMPARISON

| Spring 2025 | | | | | | | | | | | | |

Student Type	Spring 2025 as of 04/11/2025					Spring 2024 as of 04/12/2024						
	Applied	Incomplete	Accepted	Enrolled	RJ	Applied	Incomplete	Accepted	Enrolled	RJ		
Graduate	942	267	583	395	4	926	288	568	387	4	Applied	-2%
Graduate Doctoral	1	0	1	1	0	0	0	0	0	1	Incomplete	-6%
Post Baccalaureate	0	0	0	0	0	0	0	0	0	0	Accepted	-2%
Readmit Graduate	107	15	88	58	0	143	12	121	77	1	Enrolled	-2%
TOTAL	1050	282	672	454	4	1069	300	689	464	6	Rejected	-33%
	Total Graduates Enrolled.			1856		Total Graduates Enrolled:			1642		Total	13%

Student Type	Spring 2025 as of 04/11/2025					FINAL Spring 2024						
	Applied	Incomplete	Accepted	Enrolled	RJ	Applied	Incomplete	Accepted	Enrolled	RJ		
Graduate	942	267	583	395	4	926	295	568	394	4	Applied	-2%
Graduate Doctoral	1	0	1	1	0	0	0	0	0	0	Incomplete	-9%
Post Baccalaureate	0	0	0	0	0	0	0	0	0	0	Accepted	-2%
Readmit Graduate	107	15	88	58	0	143	14	121	79	1	Enrolled	-4%
TOTAL	1050	282	672	454	4	1069	309	689	473	5	Rejected	-20%
	Total Graduates Enrolled:			1856		Total Graduates Enrolled:			1647		Total	13%

Texas A&M International University
Graduate Student Count
Program by Program Comparison

Spring 2025 Major Count as of 04-11-2025		Spring 2024 Major Count as of 04-11-2024		Spring 2024 Final Major Count		Program Descriptions
AS	**359**	**AS**	**349**	**AS**	**349**	
BIOL	15	BIOL	16	BIOL	16	Biology
CJPH	16	CJPH	11	CJPH	11	CJ PhD
COMM	15	COMM	13	COMM	13	Communications
COUN	24	COUN	23	COUN	23	Counseling Psychology
CRIJ	0	CRIJ	3	CRIJ	3	Criminal Justice (in Person)
ENGL	17	ENGL	15	ENGL	15	English
HSPT	22	HSPT	16	HSPT	16	History and Political Thought
LLT	7	LLT	8	LLT	8	Language, Literature and Trans
MATH	8	MATH	17	MATH	17	Mathematics
NLM	0	NLM	1	NLM	1	Nonprofit Leadership and Management
OCRJ	152	OCRJ	152	OCRJ	152	Criminal Justice (Online)
PADM	52	PADM	37	PADM	37	Public Administration
PSYC	23	PSYC	24	PSYC	24	Psychology
SOCI	7	SOCI	9	SOCI	9	Sociology
UND	1	UND	4	UND	4	Undeclared
BA	**565**	**BA**	**545**	**BA**	**551**	
ACC	43	ACC	31	ACC	31	Accounting
BA	1	BA	4	BA	4	Business Admin (in Person)
IBA	19	IBA	17	IBA	17	International Bus Admin (PhD)
INFS	37	INFS	4	INFS	4	Information Science
OBA	422	OBA	410	OBA	415	Business Admin (Online)
OIFS	43	OIFS	79	OIFS	80	Information Science (Online)
UND	0	UND	0	UND	0	
ED	**641**	**ED**	**565**	**ED**	**568**	
BIL	1	BIL	1	BIL	1	Bilingual Education
ED	0	ED	0	ED	0	Education
EDCI	0	EDCI	0	EDCI	0	Curriculum and Instruction
EDD	25	EDD	23	EDD	23	Educational Diagnostics
GSED	120	GSED	77	GSED	78	Special Education
OBE	43	OBE	30	OBE	31	Bilingual Education (Online)
OECI	177	OECI	181	OECI	184	Curriculum and Instruction (Online)
OEDA	91	OEDA	86	OEDA	85	Educational Administration
PRIN	30	PRIN	36	PRIN	37	Principalship
SCHC	147	SCHC	117	SCHC	118	School Counseling
TEAC	0	TEAC	0	TEAC	0	Teaching
UND	7	UND	14	UND	11	
SN	**291**	**SN**	**183**	**SN**	**179**	
NUPR	170	NUPR	98	NUPR	98	Nurse Practitioner
ONAD	103	ONAD	77	ONAD	74	Nursing Administration
ONRN	7	ONRN	4	ONRN	3	RN/MSN
PMNP	11	PMNP	4	PMNP	4	Mental Health
Total	**1856**	**Total**	**1642**	**Total**	**1647**	

Texas A&M International University
Graduate Student Count

New Graduates ONLY

Spring 2025 Major Count as of 04-11-2025		Spring 2024 Major Count as of 04-12-2024		Spring 24 Final Major Count		Program Descriptions	
AS	**60**	**AS**	**55**	**AS**	**56**	**Program Descriptions**	
BIOL	2	BIOL	4	BIOL	4	Biology	
CJPH	0	CJPH	0	CJPH	0	Criminal Justice (PhD)	
COMM	4	COMM	1	COMM	1	Communications	
COUN	0	COUN	0	COUN	0	Counseling Psychology	
CRIJ	0	CRIJ	1	CRIJ	1	Criminal Justice	
ENGL	0	ENGL	1	ENGL	1	English	
HSPT	3	HSPT	1	HSPT	1	History and Political Thought	
LLT	0	LLT	1	LLT	1	Language, Literature and Trans	
MATH	0	MATH	3	MATH	3	Mathematics	
NLM	0	NLM	0	NLM	0	NonProfit Leadership and Management	
OCRJ	35	OCRJ	33	OCRJ	34	Criminal Justice (Online)	
PADM	15	PADM	5	PADM	5	Public Administration	
PSYC	1	PSYC	3	PSYC	3	Psychology	
SOCI	0	SOCI	0	SOCI	2	Sociology	
UND	0	UND	2	UND	0	Undeclared	
BA	**101**	**BA**	**118**	**BA**	**119**		
ACC	7	ACC	3	ACC	3	Accounting	
BA	0	BA	0	BA	0	Business Admin	
EXCH	0	EXCH	0	EXCH	0	Exchange Student	
INFS	16	INFS	0	INFS	0	Information Science	
OBA	77	OBA	93	OBA	94	Business Admin (Online)	
OIFS	1	OIFS	22	OIFS	22	Information Science (Online)	
UND	0	UND	0	UND	0	Undeclared	
ED	**144**	**ED**	**166**	**ED**	**170**		
AUDT	0	AUDT	0	AUDT	0	Audit Student	
ED	0	ED	0	ED	0	Alternative Certification	
EDD	9	EDD	5	EDD	7	Educational Diagnostics	
GSED	29	GSED	35	GSED	35	Special Education	
OBE	8	OBE	15	OBE	14	Bilingual Education (Online)	
OECI	36	OECI	52	OECI	52	Curriculum and Instruction (Online)	
OEDA	24	OEDA	18	OEDA	20	Educational Administration	
PRIN	7	PRIN	14	PRIN	14	Principalship	
SCHC	29	SCHC	26	SCHC	27	School Counseling	
TEAC	0	TEAC	0	TEAC	0	Teaching	
UND	2	UND	1	UND	1	Undeclared	
SN	**90**	**SN**	**48**	**SN**	**49**		
NUPR	54	NUPR	21	NUPR	21	Nurse Practitioner	
ONAD	26	ONAD	26	ONAD	27	Nursing Administration	
ONRN	0	ONRN	1	ONRN	1	RN/MSN	
PMNP	10	PMNP	0	PMNP	0	Psychiatric Mental Health NP Cert	
Total	**395**	**Total**	**387**	**Total**	**394**		