**Davis College**

**Administrative Council Strategic Meeting Minutes**

**Monday, September 12, 2022**

Attendees: Dr. Cindy Akers (Interim Dean), Dr. Christy Bratcher, Norman Martin, Laci Hardman, Dr. Phil Johnson, Dr. Scott Burris, Dr. Chance Brooks, Prof. Leehu Loon, Dr. Warren Conway, Dr. Glen Ritchie, and Dr. Mike Ballou

Agenda Items:

* Faculty Onboarding
* Monty Christian/Excellence Discussion
* P & T Department Processes
* New Building Plans/Updates
* Other

**Faculty Onboarding:**

Dr. Akers noted that during the most recent Coffee with the Deans, a faculty member brought to their attention that a sense of “community” was not felt when they were in the process of moving to Lubbock. They indicated it would have been nice for people to have offered suggestions as to what schools are available, realtors, doctors, subdivisions, etc. Dr. Akers suggested that maybe each department come up with a checklist of things that they can discuss with new faculty members when they are relocating to the area. Things like this should happen sooner rather than later to make the new faculty member feel welcomed.

**Monty Christian/Excellence Discussion:**

Mr. Christian gave a summary of findings of the Mentimeter survey that was given to the Davis Colleges’ Advisory Board and faculty at recent meetings in August. He indicated they will be using Qualtrics to gather written comments on anywhere from 5 – 10 questions regarding our objectives. Some of the data we are seeking pertains to: What are our priorities? What are the needs? What do we need to be spending our time and money on? It was also suggested to use focus groups for gathering some of this information as well. The focus groups should likely consist of faculty as well as others from outside of the university.

**P & T Department Processes:**

Dr. Glen Ritchie asked the group what their departmental processes are in regards to the Promotion and Tenure (P & T) process. He noted that he always seems to feel a step behind. This year he has had issues with peers from other institutions agreeing to write letters of review on some of his faculty that will be going through the process. Some suggested that at annual conferences/meetings, this should be brought up to remind faculty of the importance in helping their peers at other institutions with letters of review when requests are received. Some fields of study have limited faculty who can do this, so maybe begin the process a little earlier if this might be an issue.

Dr. Akers asked the group where they were in the process of updating the college Criteria statement. She will visit with the chair of the college P & T committee to see where they are.

**New Building Plans/Updates:**

Dr. Akers and Dr. Bratcher went to Texas A&M last week and are headed to Oklahoma State tomorrow to look at new buildings in order to gather ideas for what a new building for us might look like. They are looking at ideas for classroom spaces as well as lab spaces. They were very impressed with the idea of a core lab space they saw in one of the buildings at TAMU. As of right now, a location for the new building has not been determined. Dr. Akers noted that Sean Childers’ office may be reaching out for information from department chairs regarding current space and future space needs.

**Other:**

Dr. Akers announced that the DE&I committee has put together a list of suggestions and will be attending a meeting in October to present these suggestions to the Council.

It was decided the 7:45 administrative call-in tomorrow morning would be cancelled, due to many traveling and/or not being able to attend.