**DRAFT - TCCAO Meeting Unofficial Minutes**

**October 26, 2022**

The meeting was called to order by Serenity King, TCCAO President, at 3:02pm.

The first order of business was to discuss the position of president. Serenity King is currently serving as president of TCCAO; however, there was a recent reorganization at University of Texas-Dallas, and she is no longer housed in Academic Affairs. She has maintained her duties from Academic Affairs, but now reports to the Vice President and Chief of Staff with a dotted line to the Provost’s Office.

Pranesh Aswath, TCCAO Past President, reviewed the TCCAO by-laws with the membership at the meeting and led a discussion on the impact of the by-laws on Dr. King’s tenure as president. The TCCAO by-laws state the following:

Membership is restricted to chief academic officers from Texas public universities (e.g., provosts, vice presidents for academic affairs) and their primary direct reports (e.g., associate provosts/VPAAs, assistant provosts/VPAAs, vice provosts/VPAAs), System academic officers (e.g., vice chancellors for academic affairs, associate vice chancellors for academic affairs), and other Texas higher education officials proposed by the Executive Committee and approved by the membership.

During the discussion, it was noted that Dr. King would meet the requirements of being an active member of TCCAO as indicated by the highlighted section above from the by-laws, therefore, she is eligible to continue to serve as president. Also indicated in the discussion was that Dr. King is also the only continuing officer on the TCCAO Executive Council. All the other officers are new to their leadership roles on the TCCAO Executive Council.

A motion to vote on Serenity King continuing to serve as president was made by John Wiebe, Provost at UTEP and seconded by Amy Anderson, Associate Provost at West Texas A&M. The vote was unanimous to approve Serenity King to continue to serve as president of TCCAO.

The next item on the agenda was the election of a new treasurer for TCCAO. Lou Reinisch, Provost at Texas A & M – Kingsville, stepped down from that position. As a result, he will no longer be a member of TCCAO and is ineligible to continue serving as treasurer. Chris Maynard, Provost at UH-Clearlake and Amy Anderson, Associate Provost at West Texas A&M agreed to serve as a nominating committee for this position. Several nominees were provided by the committee, and Dann Brown accepted his nomination. A request for self-nominations was made at the meeting, and no one nominated themselves to oppose Dann. Pranesh Aswath made a motion to accept the nomination and name Dann Brown treasurer. Mike McPherson, Provost and VPAA at University of North Texas seconded the motion. The call to vote was made and it was unanimous to name Dann Brown as treasurer.

Clarenda Phillips, past TCCAO treasurer, was unable to attend the meeting, but electronically submitted a Treasurer’s report for the membership, which was shared in the Teams chat and visa email. Serenity King reviewed the report with the group and noted that we currently have a balance of $35,356.30.

The next item for discussion was the proposed formats for our April and July meetings. In the past TCCAO met four times a year in conjunction with the THECB meetings. THECB has changed their meeting format so now committee meetings are held on the same day as the general meeting as opposed to two separate days. It was proposed that we explore the possibility of having some meetings virtually and others, such as the retreat, in person.

The following question was posed to the group – How do we want to meet moving forward?

Several members noted that travel can be a hardship especially for a 2-hour meeting. It was stated that it is important for the retreat to be in person. Another member proposed having one in person meeting in Austin and another at one of the member institutions. This suggestion was countered with the issue of travel time from one campus to another depending on geographical location. Austin seems to be the easiest for people to reach in a timely and cost-effective way, considering travel and hotel expenses. Another suggestion was to focus on hub cities such as Austin, Houston, San Antonio, Dallas/Forth Worth. Another suggestion was to align one of our meetings with the SACSCOC annual meeting. It seems that it makes sense for the October meeting to be in a virtual format since there is transition in the Executive Council membership, especially the Treasurer.

The Executive Council will discuss these suggestions further and develop a survey to go out to the membership on the best way to move forward with our meeting formats.

The next item was the THECB updates from Dr. David Troutman, Deputy Commissioner for Academic Affairs and Innovation and Elizabeth Mayer, Assistant Commissioner for Academic and Health Affairs. There has been some reorganization and updates in processes at the THECB. The focus is on being transparent and upfront with institutions. Elizabeth Mayer shared a presentation on the revisions to the program review processes.

**The Key Changes in the THECB Program Approval Rule Revisions included:**

**Additions**

* Expansion of planning *notification* to all new degree programs
* •THECB notification to area institutions with 30-day comment period

**Removals**

* No Board approval needed for engineering programs & programs exceeding $2 million in costs
* No approval required for new certificates (annual/semester data request)
* Goal is to reduce information collected in degree program approval forms
* No institutional 30-day notification to area institutions

**Other Notable Changes included:**

* Delivery of labor market information to institutions upon receipt of planning notification.
* Development of more streamlined document submission, proposal tracking, and approval processes.
* Programs primarily distinguished by:
* Less than 50% new content
* Greater than 50% new content
* Doctoral/professional
* Revision of criteria for graduate program review

The entire presentation will be shared with the TCCAO membership. There will be a dashboard available to institutions to see program inventories.

The next item addressed the January Retreat agenda. The retreat will be held in Austin on January 24-25, 2023 at the Hilton Austin Airport. The proposed time agenda will be:

Tuesday, January 24 5:30 pm – 6:30 pm Reception

6:30 pm – 8:00 pm Dinner and Sessions

Wednesday, January 25 7:00 am Breakfast

8:00 am – 12:00 pm 2 sessions

12:00 pm – 1:00 pm Lunch

1:00 pm – 3:00 pm 2 sessions

We are also looking at a joint session with TCCSAO for the retreat. Keith Lamb, VPSA at Midwestern State and president of TSAO, was a guest for the discussion related to joint retreat topics. The topics could focus on campus mental health and well-being. Career readiness is another topic that is jointly addressed in academic and student affairs. The question was asked about other topics that are bubbling up on our campuses. Learning loss due to the pandemic and what we need to do to address it was brought up. Developmental education in English and mathematics was also mentioned. A survey will be going out to the membership to identify other possible key topics.

Serenity King shared the call for volunteers for the CPUPC invitation to the November 30 Texas Workforce Trends webinar. As a volunteer, you will need to share as part of a panel what you are seeing on your campus regarding workforce preparation. Last year, Pranesh Aswath and John Hayek participated. If you are interested in volunteering this year, please send Serenity an email by Friday, November 4.

The TCCAO October meeting concluded at 4:35 pm.