Progress Report on Academic Affairs Improvements

University of Texas at Tyler

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TO: Dr. James H. Stewart, Jr., President
FROM: Donald M. Anthony
Vice President for Academic Affairs

SUBJECT: Progress on Goals, 1975-76

I have completed an analysis and up-date of progress toward the goals I shared with you last fall. I thought you might be interested in a report on this matter, as attached.

I will welcome any comments you may have, especially with regard to the proposed goals for 1976-77.

DMA:ng

Attachment
# OFFICE OF ACADEMIC AFFAIRS

**REPORT ON GOALS, 1975-76**

## GOAL

### I. Academic Policy Development

<table>
<thead>
<tr>
<th></th>
<th>GOAL</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Change in Course Numbering System</td>
<td>Complete</td>
</tr>
<tr>
<td>2</td>
<td>Development of Policy on Course Minimums/Maximums</td>
<td>Pending</td>
</tr>
<tr>
<td>3</td>
<td>Revision of College Attendance Policy</td>
<td>Complete</td>
</tr>
<tr>
<td>4</td>
<td>Revision of Scholastic Probation/Suspension Policy</td>
<td>Pending</td>
</tr>
<tr>
<td>5</td>
<td>Development of Audit Policy for Senior Citizens</td>
<td>Complete</td>
</tr>
<tr>
<td>6</td>
<td>Revision of Faculty &amp; Staff Handbook</td>
<td>Pending</td>
</tr>
<tr>
<td>7</td>
<td>Revision of TEU Catalog</td>
<td>Complete</td>
</tr>
<tr>
<td>8</td>
<td>Clarification of Load Policy</td>
<td>Complete</td>
</tr>
</tbody>
</table>

### II. Curriculum Development

<table>
<thead>
<tr>
<th></th>
<th>GOAL</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Evaluation of Curriculum Process</td>
<td>Complete</td>
</tr>
<tr>
<td>2</td>
<td>Up-date of Long-Range Program Projections</td>
<td>Complete</td>
</tr>
<tr>
<td>3</td>
<td>Development of Analytical Tools For Curriculum Decisions</td>
<td>Pending</td>
</tr>
<tr>
<td>4</td>
<td>Development of Policy on Advisory Committees</td>
<td>Complete</td>
</tr>
</tbody>
</table>
## III. Admissions

1. Development of Strong Student Recruitment Program  
   - **Status**: Continuing
2. Strengthening of Liaison with Community Colleges  
   - **Status**: Continuing
3. Adoption of Veterans Affairs Guidelines  
   - **Status**: Complete

## IV. Learning Resources

1. Development of Policy on Copying Of Copyrighted Materials  
   - **Status**: Complete
2. Evaluation of Media Operation, With Plan for Future Development  
   - **Status**: Complete

## V. Student Life

1. Development of Plan For Use of Student Services Fees  
   - **Status**: Complete
2. Development of Plan for Student Activities Program  
   - **Status**: Pending
3. Development of Plan for Counseling/Testing Program  
   - **Status**: Pending
4. Initiation of Communication Skills Lab  
   - **Status**: Complete
5. Development of Plan for Student Job Placement  
   - **Status**: Complete
6. Development of Plan for Student Housing Referral  
   - **Status**: Complete
7. Publication of **Student Handbook**  
   - **Status**: Pending
8. Development of Student Bill of Rights & Responsibilities  
   - **Status**: Complete
9. Development of Student Due Process Document  
   - **Status**: Complete
GOAL

VI. Community Services

1. Identification of Appropriate Areas For Community Service Offerings
   Incomplete

2. Development of Guidelines for Community Service Operation
   Incomplete

3. Identification of Future Structure for Community Service
   Complete

4. Implementation of CEU System
   Incomplete

5. Development of Plan for Off-Campus Offerings
   Continuing

VII. Faculty Affairs

1. Revision of Faculty Evaluation Plan
   Incomplete

2. Revision of Student Course Evaluation Plan
   Complete

3. Development of policy on Promotion in Rank
   Complete

4. Clarification of Faculty Load Policy
   Complete

5. Development of Plan for Faculty and Staff Development
   Incomplete

VIII. Miscellaneous

1. Revision of Projected Academic Structure
   Complete

2. Development of Role and Scope Study Report
   Complete

3. Revision of Catalog
   Complete

4. Development of Plan for Administrative Staff Evaluation
   Incomplete
SOME PROPOSED GOALS, 1976-77

1. Development of Institutional Operating Calendar.

2. Identification of Detailed Criteria For Promotion and Tenure.

3. Identification of Elements of Program Cost for Planning and Analysis.

4. Development of Faculty and Staff Development Program.


6. Identification and Interpretation of Impact Of State Funding on TEU Programs.

7. Student Recruitment and Improvement of Institutional Image.

8. Study Need for Merit Pay System.


10. Develop System of Credit by Examination.

11. Work on Faculty/Staff Morale.

12. Develop Guidelines on Continuing Education.
ENHANCING COMMUNICATION, VPAA

1. Open Your Office Door.

2. Design Your Office to Enhance Communication.

3. Get Out Of The Office.

4. Employ Face-to-Face Communication as Frequently As Possible.

5. Follow-Up Substantive Face-to-Face Communication With A Written Document.


8. Confront and Resolve Conflict.