

**Council of Academic Deans Meeting
November 30, 2010**

Summary and Action Items

- **Non-Standard Meeting Times:** Dr. Michael Heintze presented two recommendations from the Class Scheduling Committee that were submitted from the College of Science:
 - Start times for MWF classes be changed to on the hour for the entire day. This request was not endorsed by the Council.
 - Laboratory courses for the College of Science to be exempted from the standard starting time. The College of Science is requesting that all two-hour labs start on the hour increasing the number of labs times that will help alleviate the shortage of lab offerings, especially in Biology. This recommendation was approved by the Council.

Dr. Moore noted that all requests for non-standard start times must be submitted to Dr. Michael Heintze to be reviewed by the Class Scheduling Committee and the Council of Academic Deans.

- **Deadlines and Instructions for Fall 2011 Annual Course Change Cycle:** Ms. Jennifer Jahns stated that the proposed PPS 2.01 includes two major changes:
 - The new course form requires the Faculty Workload credit calculation code.
 - The deadlines for course changes and new courses have been changed to February and March from March and April.

Ms. Jahns indicated that the prerequisites are not consistent in the legacy system and what is listed in the catalog. All prerequisite changes must be submitted by February 1st. The Deans questioned why the deadline dates are changing for further curriculum cycles when the prerequisite project is a one-time clean-up project.

This item will be discussed further at the next CAD meeting.

- **Research Expenditure Data:** Dr. Michael Blanda distributed and reviewed the FY2010 Sponsored Programs Expenditure Report. A five-year trend in Restricted Research Expenditures shows a 307% increase. The total Restricted Research Expenditures for FY2010 was \$17,778,634.
- **Impact of Grants on Tenure and Promotion:** Dr. Moore stressed that the value of grants should be recognized when faculty are being reviewed for tenure and promotion.
- **HSI Committee:** Dr. Jaime Chahin reported that he has surveyed each Dean and other offices and is using the information to formulate a case study for grant proposals for funds available to HSI universities or universities that can show a 25% Hispanic enrollment. Dr. Chahin will meet with each Dean during the spring semester to discuss the individual case studies.
- **Faculty Development Leaves:** Dr. Gene Bourgeois announced that he received no comments electronically from the Deans on the faculty development leaves. All applications will be recommended to the President.

Dr. Bourgeois indicated that he will work with the Faculty Senate to clarify faculty eligibility in the announcements distributed to faculty and the applicable PPS. It was also recommended that the leave reports be routed for review to the Chair/Director, Dean and Provost, as is required in the PPS.

- **M&O Allocations:** Dr. Bourgeois announced that the M&O budget transfers will be made this week by the budget office, based on the allocations determined by using the M&O allocation formula for FY2011.