

Council of Academic Deans Meeting  
November 17, 2009

Summary and Action Items

- **Recommendation for Additional Reading Days:** Dr. Michael Heintze submitted an ASG proposal requesting that the University increase the number of “reading days” in the spring and fall semesters from one to two days. While there was support for the proposal, some Deans expressed concern that, because of the timing of this year’s academic calendar, the additional day would impact academic advisors by pushing their end-of-semester duties further into the fall holiday. It was suggested that the readings days be approved, but the deadline for the submission of grades remains unchanged. The amended proposal passed unanimously. Provost Moore then asked Dr. Debra Feakes to secure feedback from Faculty Senate and report her findings at the next CAD meeting.
- **New Website Design:** Guests: Ms. Diana Harrell and Mr. Paul Collins  
Ms. Harrell and Mr. Collins presented the new Texas State website that if approved will be implemented by the spring 2010 semester. The role of the new website is to give a great impression of Texas State, be informative and meet the needs of the external and internal audiences.
- **Volunteer Ushers for Commencement:** Dr. Debbie Thorne distributed a memo to the Deans regarding the request for volunteers from the Academic Affairs division for ushers at commencement beginning with the December 2009 ceremonies. Ms. Holly Tipton will coordinate the volunteers from our division.
- **PPS 3.01: Undergraduate Academic Advising Policies:** Dr. Heintze presented the proposed changes to the policy. The mission statement was updated and edits were made regarding the guidelines for students and advisors to follow degree audits. The revised policy was approved.
- **Food/Drinks from Discretionary Accounts:** For now, Dr. Gene Bourgeois emphasized that discretionary funds from the Reach for the Stars giving campaign must be spent with the units mission in mind. Business meal expenses are allowed when external guests or students are involved, for example. The council members had several questions that are not answered in our current policies. Dr. Moore will discuss details of the allowable expenses with members of the President’s Cabinet and send information to clarify this issue.

**Off Agenda**

- **Texas Workforce Commission:** Dr. Bourgeois distributed the letter from the Texas Workforce Commission advising Texas State that a management review of our personnel policies and procedures will be conducted to determine whether our policies are in compliance with the Texas Commission on Human Rights Act. Departments/colleges may be asked to provide information. Information item only.