Council of Academic Deans Meeting
October 6, 2009

Summary and Action Items

• **IT Update**: Dr. Van Wyatt presented three topics:
1. Desktop Printers Replacement plan will be implemented that will be similar to the computer refresh cycle.
2. Microsoft System Center Configuration Manager (SCCM). This is a product of Microsoft that will manage the inventory of software and hardware on campus.
3. Identify Finder. This is software that searches computers for sensitive information. Suggested that faculty and staff run this program twice a year. Departmental TSPs have been trained in running this software.

• **Curriculum Proposal - Graduate Certificate in Professional Ethics via distance education**: The proposal is to offer an established certificate by distance education. Proposal was approved.

• **Facilitating Research**: Dr. Gary Beall requested meetings with Department Chairs and faculty to discuss his Presidential Fellow assignment, Facilitating Research. He would like to hear from the chairs and faculty about issues impeding and suggestions for enhancing research activity on campus.

• **Lower Level Course Demand of Projection – Fall 2010**: Dr. Michael Heintze distributed a report showing the fall undergraduate enrollment in lower level courses by course and admission category.

• **ACC Transfer Activity**: Dr. Heintze distributed a report using data from the Coordinating Board that indicates the performance of the students entering Texas State from Austin Community College.

• **Student Complaints – UPPS 07.10.06 – Procedures for Responding to Student Complaints**: The UPPS was distributed and discussion.   Complaints are final with the designated representative (deans and association vice presidents) and may only be appealed to the Vice President if the allegation is made that the decision maker did not follow university policy or if procedures followed in providing service to the student did not meet the normal standards of professional conduct.

• **Student Service Fee Requests**: Dr. Moore will approve one-time requests for Student Service Fees and submit them to the SSF committee. He will also send a memo to the SSF committee recommending that priority be given to funding travel for student research.

• **Staff Positions**: Dr. Moore has requested that the deans submit requests for new staff positions. The list should be prioritized and include a short job description/justification and cost. Each dean should submit a maximum of 3 full time positions.

• **Cell Phone Allowance Greater Than $600 Per Year**: A list of employees with an allowance over $600 per year was distributed. PCRs must be completed to move these employees to the limit of $50.00 per month or complete an exception to be approved by the President.

Off Agenda

• **Staff Bonus Awards**: Allocations will be sent this week. These awards will be based performance occurring between September 1, 2008 and August 31, 2009.

• **Distinguished Professors**: A change in the Board of Regents Rules and Regulations pertaining to honorary titles for faculty was approved at the June meeting. This information will be distributed to deans soon.

• **Sustainability Curriculum Workshop**: New information has been received on the workshop. Dr. Thorne will review this information. The workshop is designed to train the trainers. Faculty will be trained by a team that is sent to this workshop.

• **Program Accreditation**: Dr. Thorne reminded the deans that accreditation self-study documents must be received 10 days prior to the deadline to allow for review by her office and for signatures from the Provost and the President.