

**Council of Academic Deans Meeting
November 25, 2008**

Summary and Action Items

- **Proposed Calendar Changes:** Dr. Michael Heintze will meet with the Council of Chairs to discuss the two proposals:
 1. Always have one week break between the summer and fall semester to assure that the fall semester does not end close to the Christmas holiday.
 2. Finals to meet on Saturday to end the finals one day earlier.

An additional issue for approval is a proposal to shorten the fall and spring final exam period to 2 hours from 2½ hours. The shorter exam period will add three more exam times to each exam schedule. Dr. Heintze reported that the other option would be to add a day to the exam schedule.

These two items will be discussed again at a CAD meeting in the future.

- **Bobcat Days:** The new physical set-up for Bobcat Day is being reviewed. Deans and the Admissions Office are collecting comments and concerns. This matter will be discussed again at a CAD meeting in the future.

- **General Education Assessment in Correspondence Courses:** Dr. Cathy Fleuriet stated that student learning outcomes must exist for all courses including correspondence and extension courses offered for credit. The learning outcomes for correspondence and extension courses should be the same as classroom courses.

The current assessment of correspondence courses was discussed by Dr. Debbie Thorne.

- **Commencement:** Dr. Thorne reported that there is an increase of 250 students this December compared to December 2007. Dr. Gene Bourgeois will emcee the 2008 commencement ceremonies.
- **Course Syllabi:** Dr. Bourgeois reported that a copy of all syllabi should be kept in the department/school or college office. The dean has discretion to determine the repository.
- **New Rules for ORP & TDA Programs:** A copy of the e-mail message that will be sent to all faculty and staff regarding the new regulations for 403(b) plans was distributed. One major rule change is that ORP retirees will also be required to have a 30 day break in service before returning to work.

Off-Agenda

- **Board of Regents' meeting:** Dr. Moore gave an update on the November Board of Regents' meeting. The tuition increase passed.
- **Office Space Issues:**

- Lampasas – Dr. Moore will meet with Nancy Nusbaum to discuss converting this space into office spaces.
- Obtaining off-campus space to move centers and institutes thus freeing up on-campus space was discussed.