

**Council of Academic Deans Meeting
April 20, 2010**

Summary and Action Items

- **Dr. Constance Qualls (Visiting Professor):** Dr. Constance Qualls introduced herself as a visiting professor here at Texas State to help with faculty development and to promote and enhance research. She will be assessing the needs to increase faculty scholarly activities and promote faculty development in science and research. Dr. Qualls will be contacting each Dean to discuss the best manner to make herself available to their college faculty.

- **Credit for Significant Service Commitments:** Dr. Gene Bourgeois distributed the policy regarding major service commitments warranting workload reductions. As early as possible in each spring semester, the Faculty Senate would finalize any service commitments that they recommend for workload reductions. These recommendations would go to Dr. Bourgeois who will negotiate them with that respective Chair/Director. The Faculty Senate would also choose another 4 giving them a one-quarter time release.

- **Endowed Chair/Professorships:** Any initiations for searches for an endowed chair or professorship must be vetted to the Office of the Provost and President. Also, a selection of any endowed chair or professorship must go to the Provost and President for their approval first before any announcements are made.

- **RRHEC Funding:** All money for any Round Rock faculty staffing needs will now be allocated to the Chairs/Directors and will become part of their permanent academic department budgets. The process will still be the same for additional funding at Round Rock as here in San Marcos; requests for supplemental funding to meet enrollment or critical program staffing need are made by Chairs/Directors through the Deans to Dr. Bourgeois.

- **Salary Review:** Dr. Bourgeois noted that salary review is still in process, but departments/schools and colleges should be finishing up their preliminary salary reviews. Faculty need to be told whether they are in line for a low, medium or high merit award without mentioning any specific dollar amount at this point. The due date for salary review is May 7th.

Off Agenda

- **HB 2504:** Dr. Debbie Thorne has been working with Dr. Milt Nielsen regarding the requirements of vitas, syllabi, etc. mandated by HB 2504. IT will be building a new online system that will ask all faculty if they want to keep their vita that is on TRACS from the SACS visit. If not, the faculty member will be responsible for uploading a new one and will be sent reminders until one is uploaded. Faculty will also be uploading their own syllabi but the Chair/Director will be responsible for making sure that this is completed. Dr. Thorne will be meeting with Dr. Nielsen every two weeks and will provide informational updates as needed.