

Council of Academic Deans
October 1, 2013

Summary and Action Items

- **Academic Advising Webpage:** Mr. Twister Marquiss introduced the new academic advising webpage to the Council. This webpage is a user friendly webpage that will promote the quality of advising on campus. Following is the link for the webpage: <http://gato-public.its.txstate.edu/mjdf38i3tv0b56vz/texas-state-advising.html>
- **Endowment Compliance:** Mr. Dan Perry provided an overview of endowment compliance at Texas State and what is being done to ensure all endowments are in compliance. Ms. Janell Laca updated the Council on where we are in terms of finding a program to track all scholarships at Texas State as well as what criteria is being required for this new program.
- **Non-Standard Time Request From:** Dr. Michael Heintze informed the Deans that requests that are submitted for non-standard time requests for classes will be routed to them before going to the scheduling committee for approval/non-approval.
- **Undergraduate and Graduate Admissions Report:** Dr. Michael Heintze provided the Council with an undergraduate admissions report and Dr. Andrea Golato provided the Council with a graduate admissions report.

Off Agenda

- **P-Card:** Dr. Bourgeois announced to the Council that a hospitality card will be issued to him for the purchase of alcohol. Any direct report to Dr. Bourgeois who needs to purchase alcohol will have to be given permission to use this hospitality card by Dr. Bourgeois.
- Dr. Bourgeois announced that Dr. Van Wyatt will be attending CAD in the near future to discuss various IT issues (computer refresh cycle, laptop encryption program, etc).
- Dr. Cynthia Opheim announced that Merrick proposals are being reviewed this week.
- **US 1100:** Dr. Debbie Thorne announced to the Council that the University Curriculum Committee is reviewing the proposal of US 1100 being an institutional requirement. If approved by the UCC, the next step would be that Dr. Thorne would e-mail instructions to the Deans on how to change degree plans. Two very important parts to this process will be to designate an individual to change these degree plans and be the “point” person for Curriculum Services and when changes are being made it is critical to use track changes in the document. The changes to the degree plans need to be made and submitted on TRACS by November 8th.