

**Council of Academic Deans Meeting
November 6, 2012**

Summary and Action Items

- **Faculty Workload Report:** Ms. Cindy Waggoner informed the Deans that the Faculty Workload Report would be e-mailed to them electronically by the end of this week. This report is due back to Ms. Waggoner by November 30, 2102.

- **Update on Academic Affairs Computing Priority Committee and SIS Governance Structure:** Dr. Michael Heintze distributed copies of the Banner SIS Governance Plan and summarized the process for departments to use in order to bring forward ideas and/or issues related to the student information system. He also discussed the future introduction of an online system to submit ideas or issues for consideration and reviewed with the Council the membership of the Academic Affairs Computing Priority Committee.

- **Phi Beta Kappa Application:** Dr. Heather Galloway shared Texas State's application for Phi Beta Kappa with the Council.

- **Grade Protest/Appeal Processes:** Dr. Cynthia Opheim and Dr. Ron Brown reviewed with the Council the types of grade appeals and the procedures to handle these appeals.

- **Banners:** Dr. Bourgeois announced to the Council that all requests for the hanging of banners should be forwarded to the Office of the Provost. If the request is approved, the Office of the Provost will forward the request to the Office of Campus Activities and Student Organizations.

- **Four Year Graduation Rates:** Dr. Bourgeois discussed with the Council the importance of improving not only six year graduation rates, but four year graduation rates as well.

Off Agenda

- **Graduate Enrollment Projections:** Dr. Michael Willoughby distributed a handout (fall 2006 –fall 2102) showing when the highest graduate enrollment for each major at Texas State occurred. Dr. Bourgeois asked each Dean for their projections for fall 2013, fall 2014 and fall 2015 to be sent to Dr. Willoughby.

- **Endowed Scholarships:** Dr. Bourgeois discussed with the Deans what is being done in each college to recognize/acknowledge donors. Deans are to let Dr. Heintze know what is being done.

- **Undergraduate Admissions Report:** Dr. Heintze distributed the spring and fall 2013 undergraduate admissions report.