

**Council of Academic Deans Meeting  
April 21, 2009**

**Summary and Action Items**

- **PPS 4.01 - Conduct and Planning of Courses (Final Approval):** Writing Intensive Courses, Paragraph 45. The Council approved changing the policy to: “**more than 50** percent of the course grade must be based on written exams or assignments...”

Also discussed was the process to validate the affidavits for parental access to student records. Some of the Deans stated that the forms are validated in the Dean’s Offices.

- **PPS 4.02 - Conduct of Classes (Final Approval):** The intent of paragraph 12, (Faculty members should exercise authority with a sense of fairness and with appreciation for the reality of human fallibility) was questioned by the Faculty Senate. No revised text was submitted.

- **Computer Replacement Program:** All new faculty for Fall 2009 will be included in the Dean’s allocation for the Computer Replacement Program (CRP). The Provost Office will submit the number of new faculty by colleges to the CRP. The Deans will be notified by CRP of the additional allocations.

Adding computer accessories (printers) to the CRP was discussed. Dr. Gene Bourgeois will discuss this option with IT.

- **Underutilized Spaces into Faculty Offices:** Ms. Nancy Nusbaum explained the coding of rooms in the classroom utilization process. Several examples were cited where departments were able to convert space into faculty offices. Departments may contact Ms Nusbaum and request a survey of their space for suggestions on space re-configuration options.

She also noted that the first call classrooms are listed on the Planning and Space Management homepage. The website includes pictures of the configuration of each room. The website is: <http://www.fss.txstate.edu/planning/spmgt/classrooms.html>

**Off-Agenda**

- **Student Service Fees:** Dr. Bourgeois stated that no new SSF requests for FY10 will be submitted. Funding for current accounts will be made after the legislative cycle.
- **Work study Allocations:** Dr. Bourgeois noted that the reduction in summer 2009 work study allocations is due to the increase in minimum wage and the reduction of federal funds.
- **Vitas:** Dr. Bourgeois stated that when faculty are completing a faculty vita, they may remove any sections that do not have supporting documentation. But the order of sections must be maintained.

- **Tenure and Promotion:** The Tenure and Promotion applications have been reviewed by the President and Provost. Dr. Moore discussed the 5<sup>th</sup> year candidates. Letters to all applicants will be sent to the Deans for distribution. The target date for the letters is April 27, 2009.
- **Central Receiving:** The staff from Central Receiving will meet with several departments (starting with departments in the College of Science and Applied Arts) to discuss options to solve the delivery of goods during Spring Break.
- **SACS:** Dr. Moore requested that all Deans, Chairs and Directors be on campus and available to provide information or for meetings with the SACS team members during the SACS campus visit March 23 – 25, 2010.
- **On-line courses:** Discussion was held regarding the request for universities to offer more on-line courses.