

Council of Academic Deans Meeting Summary and Action Items

January 29, 2008

• **Joann Cole Mitte Faculty Grant for Excellence:** Dr. Hector Flores, Chair of the 2008 committee, expressed ideas to increase the number of applications for the award and to improve the quality of the documentation submitted by the applicants. Dr. Flores and Dr. Michael Blanda are available to meet with faculty, chairs or college councils regarding the award guidelines.

• **SACS Update:** Dr. Cathy Fleuriot distributed the SACS Assignments and the membership of SACS Compliance Certification Team.

Draft narratives addressing each core requirement and comprehensive standard are due by May 2008 for the President's review. The website with the narratives will go-live in October 2008.

Dr. Beth Wuest and Dr. Nico Schuler are meeting with college councils, staff councils and other groups to discuss the selection of the QEP topic.

Dr. Bourgeois gave an update on the SACS comprehensive standards relating to faculty records and noted that a draft Roster of Faculty will be compiled this semester.

- Transcripts and current vitas will be required for all faculty members. This includes adjunct faculty hired for only one semester. The vitas and transcripts are required for all current faculty and those hired through fall 2009. Faculty teaching courses by extension are also required to meet this standard. Vitas must conform to Texas State policy. The Employment Justification [PPS 7.02, Attachment M] for employing faculty who do not meet the credential guidelines stipulated by SACS must be current and specific to the course(s) being taught.
- The transcripts will be placed on a disk (for security reasons) and shared with the SACS team. Vitas will be placed on the SACS website. Until an official file-naming protocol is released, please use the following protocol for faculty vitas: departmentabbreviation-cv-lastname-firstname-middleinitial.pdf or departmentabbreviation-cv-lastname-firstname-middleinitial.doc. For example: hist-cv-bourgeois-eugene-j.doc. A call for current vitas will be made shortly.
- Electronic copies [Word doc or pdf files] of current departmental and college policies for tenure and promotion, faculty performance evaluation [annual evaluation], and procedures for awarding merit and performance raises will be requested shortly. Units are reminded to review and update these policies as necessary.

• **Graduate and General Education Student Learning Outcomes:** Dr. Fleuriet gave an update on the current process for publishing the learning outcomes. Course syllabi are required for all courses and the syllabi must include the learning outcomes for the individual courses. Discussion was held regarding the learning outcomes for the general education courses and the relationship to the core requirements.

- Discussion regarding the learning outcomes for graduate courses will be discussed at a future meeting when Dr. Michael Willoughby is present. The discussion will include how to involve the Dean of the Graduate College in the Graduate Student Learning Outcomes.

• **Senate Bill 1231: Limitations on Number of Courses That May Be Dropped Under Certain Circumstances:** Dr. Michael Heintze distributed the current information on the recommendation for implementation of the legislation designed to limit the number of drops for undergraduates at public institutions of higher education in Texas to no more than six dropped courses. This new law is effective with students enrolling in higher education for the first time during the fall 2007 academic term. The recommendations were prepared as a cooperative effort between the Texas Association of Collegiate Registrars and Admission Officers (TACRAO) and the staff of the Texas Higher Education Coordinating Board (THECB).

Dr. Heintze distributed a draft of the proposed e-mail, announcing this new law, to be sent to all new freshmen as of fall 2007 and transfers students (who began their college enrollment in fall 2007) who enrolled at Texas State in the spring 2008. Students with questions regarding this new law will be asked to contact the Registrar's Office.

Off-Agenda

• **Mini Session Salaries:** Dr. Gene Bourgeois announced that the rates for faculty who teach a 3-credit hour class in the summer mini session are increased to \$3,250.00 for undergraduate courses and \$4,000.00 for graduate courses; this is effective immediately.

• **Doctoral TAs, IAs and IRs:** Doctoral TAs, IAs and RAs will be paid \$18,531 on a nine-month salary effective 1 September 2008. Summer appointments will be additional compensation, either on grant funding or salary funds for instruction, for example.

• **Doctoral in Math Education:** Dr. Moore announced that the Ph.D. in Math Education was approved by the Coordinating Board last week. Texas State will seek preliminary authority for a new doctoral program in Developmental Education by May 2008. We will also request final approval of the doctoral proposal in Criminal Justice by May 2008.

• **Faculty Development Leaves:** Discussion was held regarding the eligibility of chairs to apply for faculty development leaves and changing the application process to a single annual cycle process. The PPS will be reviewed by Dr. Bourgeois and proposed changes will be discussed at a future CAD meeting for consideration with the Faculty Senate.