

**Council of Academic Deans Meeting  
April 5, 2011**

**Summary and Action Items**

- **Internationalization Task Force Report (RTA 3/8/11):** The Council continued discussion of the goals including Goal 5 and 6.
- **Role of Service:** Dr. Gene Bourgeois asked the Deans to make sure that service is included and recognized in departmental annual evaluation and Tenure and Promotion polices. Dr. Bourgeois announced that he will create a task force, including Deans, to assess the service component. The Service Task Force will be formed late summer/fall. After the task force report is completed a comprehensive review of the department tenure and promotion policies will take place.

Expectations for tenure and promotion are generally based on 40% Research, 40% Teaching and 20% Service. Dr. Moore stated that the 20 percent service component needs to be well defined by the University. And, he stated that teaching needs to have a systematic evaluation process with all aspects of the university involved including students.

- **Admissions Update:** Undergraduate Admissions Report was distributed and discussed. Dr. Michael Heintze reported that we have received 2,200 more application than last year at this time.

He also distributed the Projected Enrollment Report for Freshman and Sophomore level courses to be used by departments in planning their fall 2011 class schedules. Dr. Bourgeois urged the Deans to work with their Chair/Director to assure that seats are available for students to registrar.

Off Agenda:

- **Banner:** Dr. Michael Willoughby asked that graduate advisors or Department Chairs/School Directors that are having problems with Banner regarding graduate admissions, to please contact the Graduate Office to resolve the issues.