

**Council of Academic Deans Meeting  
February 17, 2009**

**Summary and Action Items**

- **Academic Calendars 2009-2015:** Dr. Michael Heintze discussed the proposed changes to the 2012, 2013 and 2014 calendars. The beginning of the fall term in these three years was adjusted so the semester ends a week earlier. Currently the calendars have the end of the fall term ending the third week of December.

These proposed changes were approved.

Dr. Welborn commented that the time between the August commencement and the beginning of the fall semester is very busy for personnel in departments/schools and colleges. Activities include clearing candidates for August commencement, participating in PAWS Preview, and handling all issues associated with late registration and the beginning of the fall semester. Dr. Heintze will review the process for each activity and suggest changes that could alleviate some of the workload on departments/schools and colleges during this time.

- **PPS 2.18: Curriculum Committees (Final Approval):** The role of the Dean in the College Curriculum Committee (CCC) was discussed. Also discussed was the lack of continuity of faculty members on the college and department curriculum committees which leads to technical errors being made on the curriculum proposals. Some colleges have an Associate Dean meet with the CCC to provide technical support only. Ms. Micky Autrey, Director of Curriculum Services, will offer training on how to complete the curriculum forms to try to solve the technical errors.

Suggestion was made to clarify the statement in paragraph 7 to include: Each CCC will submit final actions to the college deans for processing, as specified in the relevant PPSs in paragraph 1.

The PPS was approved with the suggested change.

- **PPS 2.16: Academic Programs: Distance Education and Off-Campus Instruction (Final Approval):** Approved with no further changes.

- **Curriculum Proposals:**

- Master of Arts and Master of Education major in Secondary Education via distance Education
- Master of Arts major in Technical Communication via distance education

Proposals were endorsed by the council.

- **PPS 8.03: Evaluation of Deans (Final Approval):** Several suggestions were made to the policy. Dr. Gene Bourgeois will add all proposed comments presented regarding the annual and summative reviews and will re-issue the policy for further discussion at CAD.

- **Promotion of Multicultural Curriculum Initiatives:** Dr. Moore reported that Dr. Sandra Mayo from the Center of Multicultural and Gender Studies has requested that we recognize the faculty that participate in the Summer Multicultural Curriculum Transformation Institute. Faculty will be recognized by: 1) a letter from the Provost to the participants, 2) recognition by the Dean at

the College Fall meetings and 3) presented a plaque from the Center for Multicultural and Genders Studies.

The Deans requested that all faculty that have participated in the institute be recognized the first year. Also requested was a list by college of courses that have been designated as multicultural.

### **Off Agenda**

- Dr. Covington reported that the new stimulus package contains opportunities for universities to obtain significant funds. He will disseminate the funding opportunities to the appropriate faculty as he receives them.
- Dr. Bourgeois stated that the spring 2009 faculty rosters are being created and will be distributed shortly.