

**Council of Academic Deans Meeting  
September 1, 2009**

**Summary and Action Items**

- **2009-2010 Valero Award for Excellence:** Dr. Moore presented the 2009 Valero Award for Excellence to Dr. James McWilliams who was the recipient of the highest research award on campus, the Presidential Seminar.

- **PPS 8.02: Faculty Development Leaves (Final Approval):** The Faculty Senate requested a change in the process of submitting applications for development leaves. They suggest that paragraph 8 be changed to include an electronic submission process with one hard copy be routed for signatures. This process will eliminate the need for the faculty members to submit 15 hard copies. The deans agreed with this change.

Attachment A will be updated to reflect clarification on the purpose of the Supplemental Grant awards. Also, paragraph 24 will include the routing of the reports to the chairs and deans before the reports are sent to the Provost.

- **Fall 2009 Enrollment Update:** Dr. Michael Heintze reported the preliminary enrollment figures. He also gave the sources of the growth. The final enrollment figures will be confirmed on September 11, 2009. The discussion of enrollment increases was followed by the discussion of space. The deans will meet with the Council of Chairs next week at their annual joint meeting to discuss this topic.

- **Revised Wireless Cellular Communication Services (UPPS 05.03.11):** The new policy on cellular allowances was discussed. The list of employees in the Academic Affairs division with a cellular allowance over \$50.00 was distributed. The deans were reminded that a request to increase this amount must be submitted in writing by completing Attachment II of UPPS 05.03.11. Copies of the form and the new policy were also distributed.

### **Off Agenda**

- **HB 2504:** The requirements under House Bill 2504 were discussed. Currently the Coordinating Board is working on implementing CB rules regarding this legislation. The legislation involves the posting on our website of faculty syllabi and resumes, textbook costs, course evaluations and department budgets. The bill is effective with Fall 2010 and we will wait for the CB rules before implementing a process on campus.

- **Parking:** It was noted that faculty parking spaces are being used by cars that do not display the proper parking sticker. Also noted is that the gated lots do not have the gates down. Dr. Moore will discuss this issue with the Vice President for Student Affairs, Dr. Joanne Smith.

- **Curriculum:** Dr. Moore reminded the deans to route all curriculum items through Dr. Debbie Thorne, Associate Vice President for Academic Affairs.

- **ARMS – Academic Retention Management System:** As part of ARMS, several college advising centers have been using the on-line advising tracking system with great comments made about the system. All advising centers will have access in two months.