

**Council of Academic Deans Meeting
February 1, 2011**

Summary and Action Items

- **Fall 2011 Registration Dates in April 2011:** The Registration and Calendar Coordinating Committee recommends that the Fall and Summer 2011 registration dates be slightly altered to accommodate the data migration process between the legacy system and Banner. This is a one-time request and will not change the number of registration days or affect the reading days or final examination schedule.

The revised registration calendar was approved.

- **Proposal to Modify “Course Load” Statement in the Catalog:** Dr. Michael Heintze presented a proposed change from the Registration and Calendar Coordinating Committee to the course load policies that will support the Banner system. The policy was approved as listed below.

–Fall or Spring Semesters: Students enrolled in 12 or more credit hours are considered full-time students. Students in good academic standing may register for up to 18 credit hours each semester. Graduating seniors or other students with a Texas State GPA of 3.50 or higher may register for 19 or more credit hours with approval of their academic dean.

–Summer Terms: Students enrolled in six credit hours are considered full-time students. Students in good academic standing may take up to 10 credit hours in each of the two summer terms.

- **Emergency Procedures:** Dr. Gene Bourgeois informed the Deans that the University’s emergency procedures are available on the University Police website at <http://www.police.txstate.edu/About-UPD/more---/Internal-Departments/Dispatch.html>. Click on Emergency Procedures. This information should be shared with Chairs/Directors, faculty and staff.

- **GOJA’s and Evaluations:** Dr. Bourgeois reminded the Deans that a copy of the GOJA used to evaluate staff during the 2010 Staff Performance Appraisal cycle must be attached to the appraisal form. All appraisal and GOJAs are submitted to Human Resources with the exception of staff who received an appraisal score below 300. Appraisals below 300 should be submitted to the Provost Office.

Submitting the GOJAs is a one-time request and must be submitted as a hard copy along with the appraisal form.

- **Syllabus (Copies in Dean’s Office & HB 2504):** Dr. Debbie Thorne stated that the HB 2504 website will meet the records retention requirement by keeping syllabuses for two years for undergraduate lecture and seminar courses. Syllabuses for all graduate courses and undergraduate courses that are not lecture or seminar courses must be maintained by the colleges. Electronic format is acceptable.

- **Low Producing Programs:** Dr. Thorne distributed the list of low producing degrees at Texas State. Dr. Thorne is currently discussing options with the Chairs/Directors to reduce the number of low producing degrees. Texas State had 9 degrees noted as low producing in 2010. The low producing degrees may be combined with other degrees or eliminated, or the institution will need to submit an extensive justification including a marketing plan, description of resources, and proposed recruitment activities.

- **120 Hour Rule:** Dr. Thorne announced that Texas State anticipates that the Coordinating Board will request that we review our degrees that exceed the 120 hour rule. A list of degrees showing the number of hours required by degree programs at each university was distributed. Dr. Moore urged the Deans to review the list and begin working to reduce the hours required for certain degrees discussed at CAD.