

**Council of Academic Deans Meeting
August 10, 2010**

Summary and Action Items

- **Facilities Inventory:** Ms. Nancy Nusbaum gave an overview of the facilities inventory software, SAP Flexible Real Estate Management, that is currently in production. Training sessions will be held in September for departmental personnel that will handle updating the facilities inventory. Ms. Nusbaum stressed that it is very important to code the research space correctly. Research space changes as grants are awarded and when grant funding ends. Mr. Chris Reynolds from the VPFSS Office will track the research space assigned for all grants.

Ms. Nusbaum distributed a chart showing classroom conditions (number of desks, square footage, floor type, etc). Each classroom received a score based on the condition of each category. The chart also indicated the renovation schedule for the classrooms.

- **Administrative Change Request:** Dr. Heather Galloway shared the current status (number of students and courses) in the Honors Program. She shared the criteria from the National Collegiate Honors Council to become an Honors College. A proposal including a timeline for an Honors College at Texas State was discussed. Expanding department honors courses will be a goal to broaden the honors curriculum.

- **Round Rock Testing Center:** The RRHEC Testing Center will follow the process (PPS 2.17) for Proctoring of Distance Exams and all faculty teaching at the RRHEC will be responsible for proctoring their student's make-up exams. These are the same procedures that faculty teaching on campus in San Marcos follow.

- **Fall 2010 Enrollment Update:** Dr. Michael Heintze distributed the fall 2010 Undergraduate Admissions Report as of 8/8/2010. The number of new freshman enrolled is 3902, a 9.24% increase over the same time last year. Transfers are at 3258, a 14.68% increase over last year.

Dr. Moore discussed how the increased enrollment could help restore merit increases. Dr. Bourgeois noted that M&O and travel supplements will be the same as prior years with no cuts to the total funding for these items.

Dr. Moore discussed the renovation of faculty offices to accommodate the new faculty hires. Renovations include ASB, Lampasas and Commons. He noted that Texas State was successful in purchasing the Campus Christian Building. Planning for an integrated parking and shuttle bus system is critical.

- **HB 2504:** Dr. Debbie Thorne reported that the HB 2504 website has been created. Faculty soon can enter their vitas and syllabi as required by law. Dr. Thorne stated that the website is very user friendly. The deadline for faculty to upload their information for the fall 2010 semester is September 2nd. Full compliance is due by January 2011. The budgets and other information required by HB 2504 will be handled by Dr. Thorne.

The link to HB 2504 will be found on the homepage under Helpful Links. The link will be live next week.

After the deadline of 9/2/2010, the Deans requested that a usage report be shared with them to show the number of persons who accessed the information provided on the HB 2504 website.

- **Inadvertent Release of Student Education Records:** As suggested by the University Attorney, a message will be sent from the Provost Office to all faculty at the beginning of each fall semester reminding them of the Family Educational Rights and Privacy Act (FERPA).
- **American Council on Education (ACE):** The American Council on Education's Department Leadership Program is having their workshop, *Prepare Your Department Chairs for Success*, in Austin on November 3-6, 2010. The Provost Office will pay for the registration fee for any Department Chairs/School Directors that would like to attend. Deans are requested to send the names of the Chairs/Directors to Debra Heinsohn by 9/2/2010.

Off Agenda

Compliance Program: Dr. Moore clarified that the Compliance Program is an annual requirement. He is also researching to find out what modules are required by federal or state law or by Regents' Rules, and the time limitations, if any, for renewing one's compliance.