

**Council of Academic Deans Meeting
August 19, 2008**

Summary and Action Items

- **GMS Relocation Service:** Mr. John McBride and Ms. Amanda Burris from GMS (Global Mobility Solutions), our new employee relocation service, introduced the program to the council.
- **Commencement Update:** Dr. Debbie Thorne reported that the August commencement ceremony went very well. The changes made (1. addition of the graduate recessional, 2. additional speakers on the platform, and 3. the new program format) all went very well and will be continued in future ceremonies.
- **Program Productivity Reports:** Dr. Thorne reported that the 4-year review of the low producing degree programs is due to her in two weeks and she will send a reminder to the Deans regarding this deadline.
- **Faculty-led Study Abroad Applications:** Dr. Thorne urged the Deans to have their Chairs/Directors review the study abroad program applications to make sure they are in compliance with all university policies.
- **End of Fall 2008 Semester – Submission of Final Grades:** Dr. Michael Heintze presented two options for the end of the semester calendar for fall 2008. Dr. Debra Feakes will discuss the options with the Faculty Senate. This item will return to the next CAD agenda.
- **Staff Performance Awards:** Dr. Gene Bourgeois discussed the possibility of a consistent policy in the Division of Academic Affairs regarding the awarding of just-in-time awards. The Deans will review their current policy and this item will return to the next CAD agenda for future discussion.

Off-Agenda

- Dr. Bourgeois reminded the Deans to review the course seat availability for the students (approximately 70 freshmen and 350 transfers plus the continuing students) attending the late registration session that ends Tuesday, August 26th.
- Dr. Bourgeois reminded the Deans that the employee justification forms for graduate courses must be routed through The Graduate College.

CLARIFICATION - Summary and Action Items - 8/19/08

Dr. Bourgeois reminded the Deans that the employee justification forms for graduate courses must be routed through The Graduate College [**This refers to PPS 7.03, Attachment B, Appointment Justification for Graduate Faculty Not Possessing a Terminal Degree to Teach a Graduate Course(s) or Serve on a Master's Committee. Let me emphasize again the demand for submitting/routing this form in a very timely fashion, in addition to PPS 7.02, Appendix M, Employment Justification.**]

Thank you.
Gene B