

Council of Academic Deans Meeting Summary and Action Items

February 12, 2008

- **Office Space Allocations:** Dr. Moore announced that a future CAD agenda item will be the general topic of classroom utilization, but today we will discuss the specific topic of creating office space for faculty and advisors. Ms. Nancy Nusbaum distributed a list of possible solutions proposed by the Facilities Committee. The options were discussed.
- **Graduate and General Education Student Learning Outcomes (RTA 1/29/08):** It was clarified that the graduate faculty justifications will not be linked to the learning outcomes of each graduate course. We will continue to show that the qualifications of faculty who do not hold the terminal degree that match the content of the course.
- **SACS:**
 - Faculty Records TRACS Sites:** Dr. Gene Bourgeois explained the use of the proposed TRACS site to post the faculty vitas and Department Policies. The format changes to the vita were discussed.

Also discussed was the required documentation of the faculty teaching undergraduate and graduate courses who do not hold the appropriate terminal degree. A memo documenting the requirements and citing an example was distributed.

SACS Narration Format: Dr. Cathy Fleuriot distributed a memo and examples of the SACS narration format that will be used to create Texas State narration entries.

Off-Agenda:

- **Tenure and Promotion Policy:** Dr. Bourgeois announced that a revised Tenure and Promotion Policy will be circulated for review. Changes to the membership of the Personnel Committees and College Review Groups were discussed and will be included in the revised PPS.

Other proposed changes discussed were the external recommendation letters for tenure and promotion files, consideration of grants, patents, and commercialization of research where applicable.

- **Faculty Development Leaves:** A revised policy statement will be circulated for review. The changes to the policy include changing to an annual cycle for faculty development leaves, including the supplemental grant award information in the policy and a statement about the eligibility of department chairs for faculty development leaves.