

**Council of Academic Deans Meeting  
October 19, 2010**

**Summary and Action Items**

• **Curriculum Proposals:**

- Ph.D. major in Materials Science, Engineering, and Commercialization
- M.Ed. major in Management of Technical Education via distance education

Degree proposals were approved.

• **HSI Grant Committee:** Dr. Moore discussed the membership of the HSI committee to be chaired by Dr. Jaime Chahin. Proposed members from the council are Drs. Seidman, Carpenter, Covington, Ellis, Willoughby, and Welborn. Dr. Chahin reported that he is currently working to collect data needed to make Texas State's case for Title V funds. Dr. Chahin stated that the committee members will meet with Dean/Chairs and interested faculty regarding the opportunities associated with Title V funds and related funds.

• **Faculty Workload Task Force:** Dr. Gene Bourgeois distributed the memo sent to the taskforce initiating the task force. Each college is represented on the task force. The first meeting of the taskforce will be held within the next two weeks. The taskforce members will meet with college councils and faculty to gather suggestions and opinions regarding the faculty workload policy.

• **FLSA Reports:** The State Comp Time and FLSA reports were distributed by colleges. The costs associated with these balances were included in the report. Deans are urged to monitor these balances and be aware that if an employee leaves the university the departments are charged for the cost of comp time earned and are charged for any FLSA earned over 100 hours. Also, when an employee transfers departments, the comp time balances transfer to the new department and the receiving department is responsible for any payment. Questions regarding comp time can be answered by Ms. Selma Selvera in Human Resources at 5-2557.

• **Support Staff Resources @TXSTATE:** Dr. Moore distributed copies of the agenda for the upcoming Support Staff Resources Fair to be held on October 27 and October 28, 2010. This fair is an opportunity for administrative assistants to meet personnel from various departments on campus and learn more about their office processes. Dr. Moore encouraged participation at the fair.

**Off Agenda**

• **University Compliance Program:** Dr. Bourgeois noted that all faculty and staff will continue to complete the EEO workshops offered through Professional Development. Equity and Access is currently working on a compliance module that will substitute for the EEO workshop. When the module is complete, faculty and staff can meet the requirement of attending EEO training every two years by completing the EEO compliance module.