

**Council of Academic Deans Meeting
December 11, 2007**

Summary and Action Items

- **Facilities: Advising Center and Faculty Offices:** Ms. Nancy Nusbaum discussed the need for additional office space for new faculty and other academic personnel, including 25 new academic advisors to be hired for academic year 2008-2009.

Several proposals for office space were discussed:

1. Retired faculty no longer would be given individual offices
2. Move Centers off-campus
3. Renovate low usage classrooms to office space. A list of classrooms and their usage was distributed and discussed.

Dr. Moore asked the facility committee to recommend solutions to the office space shortage.

It was suggested that a moratorium be placed on the reassignment of current faculty office space. Ms. Nusbaum will inform the facility committee.

- **PPS 4.11: Instructional Contact Time and Academic Credit (Final Approval):** The final PPS was approved.

- **Commencement Update:** Dr. Debbie Thorne distributed the candidate count for the December commencement ceremonies. Dr. Thorne announced that the new video board will show a slideshow of campus pictures prior to the ceremonies. The video board will also show the candidates receiving their diploma covers.

The McCoy's Honorary Doctoral degree presentation will be moved to the May 2008 commencement ceremony.

- **Fall 2008 Faculty Development Leaves:** The Faculty Development Leaves were discussed. The leave applications (those applying for the \$20,000 award) will be reviewed and the grant awards will be selected in January by a committee.