

**Council of Academic Deans Meeting
December 4, 2007**

Summary and Action Items

- **Class Schedule for Fall 2008:** Dr. Moore discussed the perception of the current class schedule. Classes will be offered on Friday beginning with the spring 2009 class schedule. Below is the suggested class schedule that was discussed:

MWF classes to be offered at 8:00, 9:00, 10:00 and 11:00 for one hour. Some classes may be scheduled from 11:00 – 12:15 on MW. Classes that are taught in the teaching theatres may not be offered at 11:00 to 12:15 on MW. Some faculty and classes with permission of the Dean and Provost may offer classes at 11:00 to 12:15 MWF and conclude several weeks earlier in the semester.

MW classes to be offered at 12:30, 2:00, 3:30, 5:00, 6:30 and 8:00.

TTH classes to be offered using the current schedule: 8:00, 9:30, 11:00, 12:30, 2:00, 3:30, 5:00, 6:30 and 8:00.

Dr. Moore requested that the Deans discuss this proposed class schedule with their Chairs and faculty. Dr. Moore and Dr. Bourgeois will also be meeting the Council of Chairs on Thursday, December 6th to discuss this issue.

Dr. Heintze discussed that the passing time for TTH classes will be reduced to 10 minutes; the same passing time that is currently scheduled for MWF classes. This change will also be effective with the spring 2009 semester.

- **Electronic Grades:** Dr. Heintze reported that currently 90% of the final grades are reported electronically. The staff in the Registrar's Office is available to offer assistance and training to any faculty member. **All grades will be required to be submitted electronically starting with the Summer I 2008 semester.** A reminder will be sent to all faculty during the Spring 2008 semester notifying faculty that the Spring 2008 will be the last semester that paper rosters will be used.

Additional information confirmed after the meeting: Also, instructions regarding electronic grades are mailed from the Registrar's Office to all new faculty each semester and to all faculty currently not submitting their grades electronically. These instructions will be posted to the Registrar's website by December 6th.

- **Wireless Phones:** The new policy to be effective January 2, 2008: Employees will purchase their phones and will be given an allowance to cover the cost for the university usage. Ms. Gaye Korenek will send a spreadsheet to each Dean requesting the names of employees that will be given an allowance, budget information and the allowance amount. The first allowance (to be paid through the payroll process) will be posted February 1st to include the January and February allowances. Additional vendor fairs will be held in January for employees to meet with available wireless phone companies.

Off Agenda:

- Dr. Brown requested clarification on the policy of allowing students to walk at graduation. Confirmed: A student will be allowed to apply for graduation and walk if they will complete the degree requirements during the current semester or within the following semester, (same as April 10, 2007 CAD Summary and Action Items). Honors designation will be given to eligible students at the time of their application for graduation.