

**Council of Academic Deans Meeting  
September 30, 2008**

**Summary and Action Items**

• **Proposal to Adjust Fall 2009 Final Examination Schedule and Academic Calendar (RTA 9/16/08):**

Dr. Michael Heintze announced that the proposed adjustment to include exams on Saturday in the final examination schedule was discussed and approved at the Registration Coordinating Committee. Dr. Debra Feakes reported that the Faculty Senate supported Saturday exams. It was suggested that the proposed change be sent to the ASG for their review. Dr. Heintze will send a memo to the Deans giving the details of the proposed changes. The Deans will discuss this issue with their Chairs/Directors and faculty.

Other items discussed at the Committee meeting included adjusting the calendar of the mini-semester.

• **Graduation Policy – Allowing Students to Walk:** Dr. Debbie Thorne presented the current policy allowing students to “walk” at graduation prior to the completion of their degree requirements. The Deans agreed to add an hour requirement of 12 hours to the current policy.

The policy, effective immediately, is to allow undergraduate students to participate in a commencement ceremony if they will complete their degree requirements within the next semester with no more than 12 credit hours or fewer for completion.

• **SACS: Guests - Dr. Julia Pet-Armacost and Dr. Robert Armacost:** The consultants from the University of Central Florida gave feedback on the student learning outcomes and the compliance certification narratives. They stated that Texas State has a good start on the SACS compliance statements and that we have an assessment process in place but we need to define our outcomes. They also stated that we have made good progress on our QEP project.

Discussion was held regarding the program assessment system and student outcomes and the needed improvements. Also discussed were faculty evaluations and credentials.

• **Endowed Chairs:** Dr. Gene Bourgeois presented a pen and ink change to PPS 7.15, Endowed Chairs and Professorships: Operating Guidelines to include a summative review of the chairs or professorships. The Deans will discuss this change with their Chairs/Directors and faculty. This proposed change will be discussed for final approval at the next CAD meeting.

• **Campus Safety:** As a directive from The Texas State University System and due to a concern over campus safety, only Texas State employees should be issued keys to university buildings.

• **FLSA Payments:** Dr. Moore distributed by colleges the FY 08 FLSA payments for the Deans’ review. The payments are taken from M&O budgets and Dr. Moore encouraged the Deans to monitor these payments closely.

**Off-Agenda**

• Dr. Bourgeois stated that the allocations for the staff awards will be sent to the Deans later this week. The staff awards will appear on the November 10<sup>th</sup> supplemental payroll.

• Dr. Bourgeois discussed an additional item referenced by the SACS consultants, Evaluation of Graduate Teaching Assistants. The consultants emphasized the university’s need to prove compliance with the following employment and credential and evaluation guidelines: Graduate teaching assistants: master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.