

**Council of Academic Deans Meeting
September 13, 2011**

Summary and Action Items

- **Fall 2011 Enrollment Update:** Dr. Michael Heintze presented the Council with a preliminary enrollment report. Both the freshman class and the number of transfer students increased.
- **Christmas Cards:** Dr. Gene Bourgeois reminded the Deans and AVP's to use careful consideration when sending Christmas/Holiday/Greeting cards, even if being paid by a discretionary account.
- **Travel:** Dr. Bourgeois and Stacey Rodriguez discussed the approval levels for out-of-state travel, excess lodging and foreign travel.

Off Agenda

- Dr. Paula Williamson presented the Council with an update of the issues that The Graduate College is facing regarding the new Banner system and GPA's.
- **Emergency Alerts:** Dr. Bourgeois reminded the Council of the website that has been developed regarding the procedures of how to handle emergency situations such as an armed/disruptive individual, an active shooter, and a hostage situation. This information can be found through the University Police Department's website.
- **Strategic Planning:** Dr. Cathy Fleuriet provided the Council with a brief update on strategic planning.