

**Council of Academic Deans Meeting  
September 21, 2010**

**Summary and Action Items**

- **Enrollment Report:** Dr. Michael Heintze provided the fall 2010 Preliminary Enrollment Report and the Preliminary Total Enrollment by Student Level, Gender, Ethnicity and College report. Dr. Heintze explained the process of becoming a Hispanic Serving Institution (HSI). He stated that a Hispanic enrollment of 25% of your total enrollment is not the only requirement. The application process will begin in November. Dr. Heintze will keep the Council informed of the progress of Texas State becoming a HSI.

Dr. Moore stated that the increase in enrollment to 32,586 (5.8% increase from last fall) will play a big part in helping Texas State cope with the current budget issues.

The projected fall 2011 enrollment in lower division courses will be provided to the Deans to help prepare the fall 2011 class schedules. Spring 2011 enrollment planning should be reviewed, too, in light of the 2010 and prior year's increases. Enrollments in advanced-level courses should be considered, too.

- **PPS 8.02 – Faculty Development Leaves:** Revisions proposed by the Faculty Development Leave committee, chaired by Dr. Stephen Seidman were discussed. Adding 4 e. “the expected work products resulting from the leave” and 4 f. “the reasons why the leave is necessary to achieve the goals and create the work products...” to Attachment A were not approved. For clarification, it was approved to move the last sentence of paragraph 23 to the second sentence. The PPS was approved with changes discussed. A final version will be posted and distributed.

- **Faculty Authored Textbooks Reception:** The criteria for Faculty-Authored Books was discussed. Deans are asked to closely review the merit of the books, especially those that are self-published or are creative works.

- **Student Service Funds:** Requests for student service funds are currently sent only to account managers with current SSF accounts. This process was discussed.

- **Information to the President's Office:** Deans were asked to remind all Chairs/Directors, faculty and staff that correspondence/calendar requests for the President should not be sent directly to the President's Office. All items for the President are to be sent thru the Dean/Associate Vice President/Associate Provost to the Provost. The Provost Office will send the appropriate requests to the President's Office.

**Off Agenda**

- The elimination of the Distinguished Professor Emeritus was discussed.