

**Council of Academic Deans Meeting  
July 10, 2012**

**Summary and Action Items**

- **Texas State Certificate Programs and Reporting Requirements:** Dr. Cynthia Opheim and Ms. Tami Rice discussed with the Council that in order to meet the requirements of state and federal regulations, it is imperative that students pursuing certificates are tracked through completion of these programs in the Banner SIS. They asked the Deans to make sure that their advising centers are aware of and are in compliance with the requirements listed in the handout distributed.
- **PPS 8.10 Pen and Ink Change to Texas State Vita:** Dr. Opheim reminded the Council of the change in the policy that “works not in print” be included in section III, B5 of PPS 8.10. She asked that the Deans inform their Chairs/Directors as well as their Personnel Committees of this change.
- **Business Continuity Plan Update:** Dr. Michael Heintze provided the Council with a status update for our division’s Business Continuity Plan.
- **Report on Orientation Progress/Planning for Additional Course Seats or Sections:** Dr. Dann Brown provided the Council with a freshman and transfer orientation update.
- **Space Issues:** Dr. Bourgeois discussed with the Council the critical state that Texas State is in regarding space/facilities on campus. He asked the Council to inform their faculty and staff that grants or proposals for collections must include pre-approved, identified space/facilities.
- **Locks on Classrooms:** Dr. Bourgeois provided the Council with an update of the discussions held at the Cabinet level regarding locks on classrooms.
- **Strategic Plan: Revision of Initiative 4.2 and Research Forum:** Dr. Bourgeois informed the Council that the Chair of each Read Across Committee is meeting with President’s Cabinet to discuss their committee reports. Due to the HSI committee report, initiative 4.2 was altered because Texas State is moving towards attaching HSI with student success and related research. Also, the Cabinet is interested in our campus hosting a research forum related to our HSI status. This forum will be facilitated by Dr. Bill Covington’s office.

**Off Agenda**

- **Undergraduate Admissions Report:** Dr. Michael Heintze provided the Council with a fall 2012 admissions update.
- **Cost Efficiencies Survey:** Dr. Bourgeois explained what the cost efficiencies survey is and discussed with those involved the nature of what is needed as a narrative response.