

**Council of Academic Deans Meeting
January 19, 2010**

Summary and Action Items

- **HB 2504:** Dr. Gene Bourgeois shared the Coordinating Board rules concerning the implementation of requirements for the applicable undergraduate courses mandated by HB2504, 81st Legislature.

Requirements:

- a. A CV for each instructor of record to be posted on the department's homepage. The current Texas State vita form meets the requirements.
 - b. A course syllabus for each section to be posted to department's homepage. The Texas State course syllabus template included in PPS 4.04 will be edited to meet the requirements.
 - c. End-of-course student evaluation for all undergraduate courses. Faculty Senate will form a task force to develop a common course evaluation to be used for the applicable undergraduate courses. The evaluations will be posted to the Texas State website.
- **Distinguished Professor Emeritus:** A list of the nominations received for the Distinguished Professor Emeritus was distributed. The Deans will send any comments/concerns regarding the nominees to Dr. Moore.
 - **SACS Update – On-site Visit:** Dr. Cathy Fleuriet distributed the list of the On-Site Committee Members and a list of the non-compliance standards. Each non-compliance standard was discussed. Dr. Fleuriet will send the council a complete copy of the Report of the Reaffirmation Committee.

Also distributed was the list of standards that will be reviewed by the On-Site Committee even if the Off-Site Review determined compliance.

We will probably not receive a confirmed on-site visit schedule until a week before the visit. Dr. Fleuriet gave the following possible schedule:

Monday, March 22 – Site team to visit Round Rock
Tuesday, March 23 – Interviews regarding Non-Compliance Standards
Wednesday, March 24 – QEP and Compliance Standards

- **Office Coverage for SACS Visit:** All Deans, Department Chairs, School Directors and other Directors (ie: Faculty Records, Curriculum Services, Registrar, Financial Aid, Admissions, Institutional Research) within the Academic Affairs Division should be on campus or available from March 1 – 24th for the SACS visit.

Off Agenda

Dr. Moore distributed a letter from Rick Perry, David Dewhurst and Joe Straus regarding their request that each state agency submit a plan to identify savings totaling 5% of the general revenue and general revenue dedicated appropriations for the 2010-2011 biennium. We do not anticipate cutting any faculty or staff positions.

Dr. Bourgeois discussed the continued monitoring of course enrollment and the adjunct faculty needs. It was noted that Summer I 2010 begins the funding year.