

**Council of Academic Deans Meeting  
June 24, 2008**

**Summary and Action Items**

- **Program Accreditations:** Dr. Gene Bourgeois discussed the need to have the documents associated with program accreditations and the Academic Program Reviews uploaded in the Faculty Records SACS TRACS site. Information on the file naming protocol was distributed. Excerpts from the documents will be used as documentation for SACS compliance statements. Example is faculty credentials.

Dr. Beth Wuest distributed the up-to-date University's record of academic program accreditations. She has requested electronic copies of all completed reports and any future reports.

- **Faculty Immigration Issues:** Dr. Debbie Thorne reported on the delays in getting faculty immigration issues addressed. She encourages Deans and Chairs/Directors to have international faculty meet with the staff in the International Office during the interview process to become familiar with the immigration paperwork and timeline. As soon as the hiring process has been completed for international faculty, they should contact the International Office immediately.

- **Program Productivity Reports from THECB:** Dr. Thorne reminded the Deans that the responses to the Program Productivity report are due to the Coordinating Board by October 1, 2008.

- **SACS announcement:** Dr. Moore announced that the on-campus SACS visit will be March 23-25, 2010. Since this visit is the week before Spring Break, Dr. Michael Heintze is currently reviewing the proposal to move Spring Break one week earlier than scheduled on the 2010 academic calendar.

Dr. Moore and Dr. Cathy Fleuriet urged the Deans to review the student learning outcomes. Each outcome must include a narrative.

Dr. Cathy Fleuriet noted that the SACS calendar will be listed on the SACS website. The calendar will include the pre-review that will start July 1, 2009.

QEP – The proposals for the QEP have been presented to the President's Cabinet. The QEP topic will be announced soon.

Dr. Bourgeois requested that each departmental policy on terminal degrees list the accepted terminal degrees for each discipline. This will help when justifying to SACS the credentials for faculty with less than a doctoral degree.

**Off-Agenda:**

- Dr. Ann Marie Ellis suggested that the scholarship applications be submitted to the Deans electronically for their review during the scholarship review process. Dr. Heintze will explore this suggestion.

- Dr. Richard Cheatham stated that his college uses the Texas State e-mail accounts for graduates when requesting information on their recent graduate's jobs. He requested that the e-mail accounts be active for a longer period of time to allow for this assessment survey to be sent to the graduates. Dr. Heintze will explore this suggestion.

- Discussion was held regarding the policy on individual class absences due to active military duty. Dr. Heintze will review the policy, PPS 4.09, and propose a pen and ink change stating that faculty are encouraged to give consideration to students who miss classes due to any document military obligations.

- Dr. Bourgeois asked the Deans to review their budgets to make sure all requested changes appear. We are currently in the final review stage of the budget development.

- Dr. Heintze stated that orientation is going very well. He thanked all of the departments for their assistance in the registration process.