

**Council of Academic Deans Meeting
January 15, 2008**

Summary and Action Items

- **Update from University Advancement:** Mr. Ted McKinnon distributed the Monthly Contact Report by colleges. December reflected an average of 20 contacts per month per Major Gift Officer. Ms. Becky Prince and Mr. McKinnon answered questions regarding the reports.

- **Quality Enhancement Plan:** Dr. Beth Wuest and Dr. Nico Schuler, Quality Enhancement Plan (QEP) Co-Chairs, distributed and discussed an overview of the QEP. Dr. Wuest explained the association of the QEP and the upcoming SACS accreditation visit. She introduced QEP co-chair, Dr. Nico Schuler. Dr. Schuler discussed the timeline for selecting Texas State's QEP. The QEP will be selected by the end of May. The topic/theme will be centered on student learning.

Dr. Wuest requested that each Dean send her one name of a faculty member to represent their college on the QEP committee. There is also a QEP website, www.sacs-qep.txstate.edu, where faculty and staff can submit suggested QEP topics.

- **Commencement Update:** The 2008-2009 commencement calendar and the official candidate count for 2007-08 were distributed. Dr. Debbie Thorne reported that the assistance from the Student Affairs division with disabled persons seating and parking was very helpful. It was announced that the parking lot behind Jowers Centers will be designated as disabled persons parking during commencement ceremonies.

The video technology was used for the first time at the December 2007 ceremonies and received good responses from guests. Additional information regarding master students will be added to the slide show.

Dr. Moore suggested a change in the drop-off parking arrangements. For disabled attendees or persons with other special needs, he suggested that an area off of Charles Austin Drive be provided for drop off parking to alleviate the traffic congestion on Aquarena Springs.

Dr. Moore announced that the Alumni President's speech will be moved to a different place in the program.

Dr. Cheatham suggested that we look into placing hand rails in the upper deck seating area. It was noted that the Facilities Committee has discussed this topic.

- **Purchasing/Competitive Bids:** Dr. Moore urged the Deans to have the University Attorney review any bids that involve a reward as part of the bid. Example: for every yearbook sold the department will receive a monetary reward. The use of the reward money needs to be monitored closely.

- **Joann Cole Mitte Faculty Grant for Excellence:** The revised guidelines and 2008 timeline were distributed.

Some of the major changes:

1. A principle investigator must be designated. The award will be presented to one faculty member.
2. Deans will be involved in the review process. The Deans will rank all proposals from their college. The committee will send the proposals to the Deans.
3. The 2008 committee will be chaired by Dr. Hector Flores and Dr. Richard Cheatham will replace Dr. Ann Marie Ellis on the committee. A faculty member from Liberal Arts will be appointed by Dr. Ellis.

Off Agenda:

- **Advisory Board Meetings:** Dr. Moore announced that the President and/or the Provost are available to attend college advisory board meetings to discuss the general university goals. The Provost is scheduled to meet with the McCoy College of Business Administration advisory board this semester. Please contact Ms. Debra Heinsohn in the Office of the Provost to schedule these meetings.
- **SACS – Faculty Rosters:** Dr. Moore announced that the preliminary report of the faculty roster is due to the President by May 2008. Official updates to the Faculty Roster Form will be undertaken in the Fall 2008, Spring 2009, and Fall 2009 semesters. Texas State vitas (updated within the last three years) will be required for all faculty. The vitas will be reviewed by the SACS reviewer for the relationship between proficiency and courses taught, to ensure the faculty member possesses the required credentials for teaching the course(s). Official transcripts are required; Faculty Records will notify faculty who are missing transcripts. Guidelines for validating foreign transcripts, effective immediately, are being distributed. For faculty lacking the terminal degree in the field of instruction or other minimum credential qualifications as required by SACS, other qualifications will need to be submitted. The detailed and specific explanation of these qualifications submitted on Attachment M, PPS 7.02, should be used. More information to follow regarding file-naming requirements for vitas and other documents submitted for the SACS review.
- **Student Learning Outcomes:** Dr. Wuest urged the Deans to review the progress of the department's student learning outcomes.

The Graduate College application report showed an increase of 11% of applicants accepted. This is very good news.

- **Advising:** New advisor positions will be allocated by the end of January. Dr. Ron Brown will send the allocations to the Deans. The space needs for the new advisor positions is currently being reviewed by the faculty committee.