

**Council of Academic Deans Meeting  
May 20, 2008**

**Summary and Action Items**

- **Commencement Update:** Ms. Jennifer Jahns reported that new monitors are being purchased for the platform. The monitors will be located on the front of the platform and behind the second row of chairs. The platform party is unable to hear the speaker with the current monitors. Also, bids will be requested for new platform drapes and carpet.

Concerns regarding the guest overcrowding was discussed. Options to alleviate the problem were discussed. Dr. Moore will talk with the President regarding these options.

The placement of the alumni speech in the program was discussed. Dr. Moore will also discuss this with the President.

- **PPS 7.10: Procedures for Awarding Merit and Performance Raises (Final Approval):** Dr. Gene Bourgeois presented the one major comment to section 9, item g. received to the proposed edits of PPS 7.10. He shared the views of the Council of Chairs regarding this section 9. The Chairs request that the distribution of individual faculty merit awards to all other faculty be optional. Dr. Debra Feakes stated that the Faculty Senate believes the Chairs should be held accountable for their decisions and the results should be distributed to all faculty immediately after the merit decisions have been made. She also noted that the Faculty Senate posts the results on their web page after all merit decisions have been made.

After further discussion and input from the Deans, section 9, item g will not be changed. The Chairs will have the option to distribute the final merit decisions to all of their faculty.

Section 14, Appeals, was discussed and clarification of the statement was requested. The last sentence of this section will be edited to read: "Individual appeals of the Chair's/Director's final merit recommendation may be made to the College Dean, whose decision is final. The overall distribution of merit is approved by the Provost.

- **Fall 2008 Section and Seat Projections:** Dr. Michael Heintze distributed the fall 2008 Undergraduate Admission Report. There is a need to increase the number of freshmen acceptances to offset the drop in the number of transfer applications. This increase in freshman students will require the Deans to monitor the number of open classes available to the new freshman during orientation.
- **Electronic Grade Reports:** Dr. Heintze reported that 90% of the grades were turned in electronically for the spring 2009 semester. This spring is the last semester that paper rosters will be used. All grade rosters beginning with Summer I, 2008 will be electronic. The Registrar's Office continues to offer training to faculty on the submission of electronic grades.
- **Student Information System Procurement Update:** Dr. Heintze distributed the timeline and gave an update on the SIS project. Three vendors, Oracle, SAP and SunGard, have responded to the RFI. A recommendation regarding the selection of a vendor will be placed on the Board of Regents' agenda either in February or May 2009. The proposed implementation date is summer 2009.
- **Faculty Authored Books:** A request has been received to include books in CD format in the celebration of "Faculty Authored Books." The Deans will discuss this request with their faculty and Chairs and send any comments to Dr. Bourgeois.

**Off-Agenda:**

- Dr. Brown is continuing discussion with Human Resources regarding the Advisor II positions. He is hopeful that a resolution will be found soon and the jobs can be posted by June 1.