

**Council of Academic Deans**  
**February 6, 2007**

**Summary and Action Items**

- **GRE:** Dr. Willoughby reported that effective 2007, the GRE/GMAT will no longer be a Graduate College requirement for admissions. Dr. Willoughby will send information to all graduate programs requesting their proposed admission requirements.
- **PPS 7.03: The Graduate Faculty:** The policy will be re-sent by the Office of the Provost to the deans to extend the review cycle by two weeks.
- **PPS 8.01: Development/Evaluation of Tenure-Track Faculty (RTA from 1/9/07):** Dr. Bourgeois reported that the Council of Chairs will create a task force comprised of deans, chairs, faculty senators, and Dr. Bourgeois to review the service component of the policy. The task force recommendations will be discussed by the deans at a future CAD meeting.
- **Student Achievement Publicity:** Dr. Bourgeois updated the deans on the hometown news release project. The University News Service will meet with each College Council to explain the service they will provide to distribute student achievements to hometown newspapers.
- **New SAP Portal Functionality for Submitting Your Personal Banking Information Online to Payroll and Remuneration Statement:** Announcement was made that as of 3/1/07, ~~and staff~~ are required to use SAP to print a copy of their remuneration statement. Deans were encouraged to remind faculty of this change.
- **Discuss Tenure and Promotion Files:** Deans discussed the membership of the college and departmental review groups. Dr. Stone and Dr. Stuessey will discuss this issue with the Faculty Senate and Council of Chairs for their formal recommendations. The recommendations of the faculty senate and council of chairs will be used to continue the discussion of these review group memberships.

Also discussed was the review of the first year faculty. A decision was made that vitas (Tenure and Promotion Policy format) be submitted with all faculty's review packets.

- **May Commencement:** Dr. Moore announced that Mr. Brian McCoy will give the commencement address at the May 2007 ceremony held on Saturday, May 12<sup>th</sup> at 9:30 a.m.
- **Agenda Items for Joint CAD/Faculty Senate Meeting:** The items for the Joint CAD/Faculty Senate meeting on 2/28/07 were discussed. Deans were asked to submit any additional agenda items to Dr. Moore.
- **Forums for Extension of University Plan:** Dr. Fleuriet distributed the format of the forums. It was decided that power point presentations would not be used for the forums. The deans may send a one page handout to Dr. Fleuriet to be distributed at the forum.