

**Council of Academic Deans Meeting
October 9, 2007**

Summary and Action Items

- **Records Retention:** Ms. Kristine Toma, University Archivist, gave an update on the records retention process at Texas State. The new updated Records Retention Schedule should be approved by the end of the year. Training will be offered at the end of this month through Staff Development. The current records retention schedule is located on the homepage; see Records Retention under the site index.
- **Pivot Tables and Data Warehouse:** Mr. Joe Meyer gave a presentation on the pivot tables that replace the old fact book. Pivot tables are located on the Institutional Research web page at www.ir.txstate.edu.
- **Graduate Student Applications:** Dr. Michael Willoughby discussed the “communication flow” of all graduate students that show an interest in attending, who have applied, and who have been accepted to Texas State.
- **PPS 3.10: Student-Funded Tutoring (Final Approval):** Final policy was approved.
- **PPS 4.12: Classroom and Teaching Theatre Scheduling (Final Approval):** Final policy was approved.
- **Class Schedules:** Dr. Moore discussed the need to begin identifying classes that could be taught on Fridays. The Deans will discuss this issue with their chairs and faculty.

Off-agenda:

- **Enrollment During the Base Period:** The base period will begin with summer 2008. Dr. Moore asked the Deans to suggest courses that could be added to the Summer 2008 summer schedule to increase the enrollment during the base period. Dr. Bourgeois announced that the summer 2008 faculty salary budget allocations represented a 4.5% increase from Summer 2007. Additional money may be requested to address enrollment increases.
- **Enrollment Data:** Dr. Heintze will send enrollment projection data to Deans for distribution to Chairs.
- **Student Information System:** An e-mail from VPIT was sent encouraging faculty and staff to log onto an online Decision Director product to review, rate, and comment on a number of requirements of the Student Information System. Dr. Bourgeois encouraged everyone’s participation.