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Council of Academic Deans Meeting
July 13, 2010

Summary and Action Items

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- **SIS Prerequisites – Dr. Debbie Thorne**
  Dr. Thorne reported that with the new SIS system, the process for approving and entering prerequisites will be incorporated into the curriculum review cycle and the staff in Curriculum Services will maintain the prerequisite database.

- **Curriculum Proposals – Dr. Debbie Thorne**
  - Add an undergraduate certificate in Health Information Privacy and Security
  - Add a graduate certificate in Health Information Management
  - Add a graduate certificate in Forensic Psychology
  - Add a Doctor of Education and Doctor of Philosophy with a major in Developmental
  - Education

  The curriculum proposals were approved.

- **Backdated Adds/Drops and Backdated Degrees: Dr. Michael Heintze, Mr. Joe Meyer and Ms. Lloydean Eckley (RTA from 6/22/10 CAD meeting)**
  Mr. Meyer presented documentation on the number of degrees that have been backdated over the past ten years. Ms. Eckley reported on the reasons and situations involved for the backdated degrees. Mr. Meyer will propose to the Coordinating Board to include in their policy an exception process to report degrees after the end of a semester.
  Dr. Moore suggested that discussion on the backdating of adds/drops be delayed until the decision on the official census date has been made. Currently some legislators are discussing the option of moving the census date to the end of the semester.

- **PPS 7.08: Summer Teaching Loads – Dr. Gene Bourgeois**
  Dr. Bourgeois stated that the outdated policy has been updated to reflect current policy. The revised PPS was approved.

- **Workshop – Managing a Drug-free Workforce**
  In accordance with UPPS 04.04.08, local policy mandates that all supervisors and managers attend a drug awareness workshop. The effective date of this policy was March 2009. The workshop is being offered this summer for the first time and will be offered again during the fall and spring. The notice sent from Human Resources on June 23, 2010 will be re-sent to the council members as a reminder of this policy.
  Off Agenda:
  Compliance Program – Dr. Moore stated that the Compliance Program is currently an annual requirement. All modules must be completed very year. Dr. Moore has requested that a review of this requirement be made to verify that all modules must be completed annually.