

**Council of Academic Deans Meeting
June 9, 2009**

Summary and Action Items

- **Commencement Update:** Dr. Debbie Thorne gave an overview of the number of guests and candidates that attended the May 2009 ceremonies. The crowd control issues were discussed. A web-cast of the ceremony is a possibility for future ceremonies to help alleviate the number of guests along with the decision to move to five ceremonies in May 2010.

In May we experienced a significant number of students applying for graduation after the posted deadlines. Some applied within a month of the ceremonies which does not leave time for planning involving the number of programs to order, the number of candidate chairs and the number of expected guests. Dr. Thorne recommends that we adhere to the application deadlines.

Dr. Moore announced that we will be implementing multiple processional lines (up to four) to decrease the processional time.

- **Use of State Funds:** Discussion was held regarding the use of travel funds.
- **Alamo Colleges University Center:** Dr. Thorne is currently attending meetings with the Alamo Colleges University Center, a MITC in San Antonio. The location is in the building originally used by Northeast Lakeview College. She stated that the location of all programs/ courses currently taught in San Antonio is being reviewed to see if they can be moved to this site. Occupational Education may move to the new site as early as fall 2009. Deans should encourage Chairs/Directors to consider courses and programs that could be taught at the SA MITC for the spring 2010 semester. Dr. Thorne will send additional information regarding this request after her next meeting with the group.
- **THECB Star Awards:** Dr. Thorne announced that the initial application for Star Awards is June 15, 2009. Individual applications may be submitted but copies of the applications must be forwarded to Dr. Thorne, via Holly Tipton at HE11@txstate.edu. The President must endorse each application and prior notice helps in this approval process.
- **PPS 1.15: Budget Committee – Academic Affairs Division (Final Approval):** The PPS was approved.
- **Fall Convocation:** The Fall Convocation will be held at 9:00 on August 25, 2009. The President hosts a luncheon for the recipients of the Presidential Excellence Awards, the Everette Swinney Teaching Awards and the Distinguished Professor Emeriti along with the faculty being honored for 45, 40, 35 or 30 years of service. Also invited to the luncheon are the Deans, and members of the President Cabinet. A list showing the names of the above people will be sent to the Deans as soon as possible.

- **Past Due Staff Performance Appraisal Report:** A list of past due staff performance appraisals was distributed. Deans were urged to make sure the appraisals are completed and turned into Human Resources.

Off Agenda

- **Governor's Executive Development Program:** Dr. Moore distributed the request from the Office of the Governor for nominations to the Governor's Executive Development Program. The Deans will share the information with interested faculty.

- **Target of Opportunities:** Deans may submit exceptional candidates for the Target of Opportunities program. The deadline will be July 15, 2009 for nominees. Dr. Gene Bourgeois will send a memo to all faculty announcing another cycle of Target of Opportunities.

- **Budget:** Dr. Moore discussed that no Tuition Revenue Bonds were approved. This will require identifying other funding for the performance hall, including several cost savings options on construction projects.

- **Undergraduate Academic Building:** Discussion was held on the departments and offices that will be located in the new building.

- **Cell Phone Reimbursements:** Dr. Moore stated that a maximum for cell phone reimbursements is being considered by the President's Cabinet. More information will be distributed.

- **Enrollment Projections:** Dr. Heintze gave the enrollment projection for the fall 2009 semester indicating a 3% increase in new students.

- **Adjunct Faculty:** Dr. Bourgeois urged the Deans to review the number of open classes for the fall 2009 to meet the needs of students, especially as we begin NSO. If new sections are needed, Deans may submit their requests for salary dollars for adjunct faculty. Chairs and Deans should review the spreadsheet (Fall Undergraduate Enrollment by Admission Category--2009 Projection) distributed earlier in the spring semester by Dr. Heintze.

- **International Faculty:** Dr. Thorne explained the process for international faculty to obtain permanent residency (green cards). Faculty will be referred to a law firm to process the necessary paperwork beyond what is submitted by Texas State. Faculty are not required to use a specific law firm and may decide to submit paperwork on their own, however, it is recommended that the complicated process be handled by a lawyer. All TSUS institutions are using the same law firm. International faculty are urged to visit with the Texas State International Office when they interview to be aware of the needed paperwork if offered a job at Texas State.