

**Council of Academic Deans Meeting
May 6, 2008**

Summary and Action Items

- **Commencement Update:** Ms. Sheila Bustillos, Chair of the Graduate House, attended the meeting to discuss the proposed ASG legislation regarding the hooding of the master's students. Dr. Debbie Thorne suggested that the Deans continue to meet with the graduate students in the gyms before the ceremonies to assist with their hooding. Dr. Moore read the added statements to his commencement speech regarding the significance of the hood. Ms. Bustillos was pleased with the speech. Ms. Bustillos stated that members of the Graduate House would also be available during the May ceremony to help graduate students put on their hoods.

The candidate count was distributed.

- **SACS:** Dr. Gene Bourgeois handed out: *Principles of Accreditation: Foundations for Quality Improvement, 2008 Interim Edition*

3.5.4 – Certifications for 25% Standard - “At least 25 percent of the discipline course hours in each major at the baccalaureate level are taught by faculty members holding the terminal degree-usually the earned doctorate-in the discipline, or the equivalent of the terminal degree.” Dr. Bourgeois reviewed the plan to document our compliance with this standard. Chairs and Deans will be asked to verify that their programs are in compliance with this standard by way of a memo that will be collected in the Faculty Records-Sacs-TRACS system. For the spring 2008 semester, Chairs and Deans will be asked in June to certify compliance. This process will be completed for the fall 2008, spring 2009, and fall 2009 semesters, too.

3.7.1 – Roster of Instructional Faculty – Some faculty reported on the spring 2008 Roster apparently do not have sufficient justifications noted on the Roster. Dr. Bourgeois will electronically distribute to Deans and Chairs copies of rosters that include highlighted faculty names – narrative justifications should be provided for these faculty if warranted. Please submit the narratives to Ms. Gaye Korenek.

3.7.2 – Faculty Evaluation – Please be sure that department policies are up-to-date, have been certified [using PPS 8.09, Attachment II], and are being implemented. Evaluations for per-course faculty and graduate teaching assistants must be undertaken, too, and documented.

- **Budget Development and Salary Review:** Dr. Bourgeois reported that budget development for academic units was still underway. Departments report an improved process to date this year compared to previous years. Tentative dates for salary review are:

TENTATIVE DEADLINES FOR FY 2009 SALARY REVIEW

- Academic department heads would have two weeks, starting 9-Jun.
- Deans and Academic Affairs AVP's would have two weeks, starting 23-Jun.
- Office of the Provost would have one week, starting 7-Jul.
- HR would receive salary review for finalization on 14-Jul.
- The administrators' accountability report would be ready by 18-Jul.

Off Agenda:

- Dr. Moore gave an update on the TRB Requests.