

**Council of Academic Deans Meeting
May 5, 2009**

Summary and Action Items

• **Commencement:** With over 3,500 candidates, large number of guests are expected at the May 2009 commencement. Issues linked to the H1N1 virus were discussed. A comment will be added to the commencement website encouraging guests who feel ill or who have recently come in contact with people who exhibit flu-like symptoms consider not attending the commencement ceremonies. Others that have chronic medical problems and those most susceptible to viral illness-infants, the elderly, pregnant women and those with compromised immune systems, should also consider not attending the commencement ceremony.

At this time, there will be no changes made to the commencement ceremony.

• **PPS 4.10: Faculty Authored Teaching Materials (Final Approval):** The form, Appendix A, will be revised to include a fourth column providing an option that a faculty authored teaching materials may profit a Department/Item.” It was noted that faculty need to provide only one submission per fiscal year for authorization of their authored teaching materials.

• **PPS 8.08: Faculty Grievance Policy:** Dr. Gene Bourgeois noted the major changes in the revised PPS that is currently in the informal review process.

Major changes include:

1. 3,c – A faculty grievance committee will be appointed to review the grievance instead of a single hearing officer and change in membership of the committee.
2. 7, e. – The procedure (as recommended by Mr. Bill Fly, University Attorney, and a Faculty Senate subcommittee) the faculty grievance committee will follow to investigate grievances filed by faculty members under this policy.

The PPS with these changes has been endorsed by Faculty Senate.

Additional discussion:

A comment will be added to the policy in the event two grievances are active simultaneously. In this case, the President will appoint an additional grievance committee.

Discussion was held regarding the 20 class day deadline for the committee to submit its findings and provide their recommendation to the President. It was suggested to change the deadline to 40 days. Dr. Feakes will discuss this change with the Faculty Senate.

Off Agenda

- **Salary Review:** Dr. Bourgeois stressed that preliminary faculty salary review recommendations must be decided before the end of the semester while faculty are still on campus.
- **Writing Intensive:** Dr. Moore discussed the history of the WI requirement. The PAAG agenda for tomorrow will include the topic of the required percentage of the course that must be writing to have the course designated as writing intensive.

The WI requirements are located in PPS 2.01 and PPS 4.01. A statement will be added to 4.01 that the official WI requirement is listed in PPS 2.01

A suggestion was discussed to have faculty workshops offered by the English faculty members and/or the Writing Across Texas program in the Curriculum and Instruction Department to help faculty members assess courses as WI.

The policy statements PPS 2.01 and PPS 4.01 will be discussed again at CAD to confirm the writing intensive requirement.