

ACADEMIC DEANS' COUNCIL MEETING

February 9, 2006

Present: Kay Clayton, Pam Trant, Susan Roberson (representing Arts and Sciences), James Robertson (representing Pharmacy), Luisa Havens (representing Enrollment Management), Melissa Guajardo (representing Business), Mike Daniel, Bill Heenan, Dann Brown, Carolyn Green, Gail Dantzker, Dalton Bigbee, Ron Rosati

I. Announcements/Discussion/New Business

- A. A letter was distributed from Senator Judith Zaffirini regarding timely graduation of undergraduate students.
- B. Time to degree issues were also discussed at the recent Texas Chief Academic Officers meeting. Dr. Clayton reviewed her notes from that meeting with the council.
- C. Increasing student enrollment is crucial during the new base year which begins with the spring intersession. If enrollment increases, there is a possibility of a mid-year merit payment for faculty and staff.
- D. Dr. Clayton reminded the council that no flat rate per diem should be submitted on travel vouchers. Actual expenses for meals should be stated. Receipts are not necessary at this time. If the cost of meals exceeds the state-allowed maximum, the actual expenses should be entered on the voucher. If meals are included in the registration fee, they should not be claimed on the voucher.
- E. Luisa Havens gave an update on activities in the offices of the Registrar and Admissions. A recent problem arose concerning letter generation to new applicants, but is being rectified.
- F. Handouts were distributed:
 - 1. Release/Reassigned Time Report for Fall 2005
 - 2. Information regarding the "Seven Revolutions" Webcast, March 3
 - 3. Information regarding an American Democracy Project opportunity
 - 4. System Assessment Conference - February 23-25
- G. The "Rate Your Professor" website was discussed.

II. Old Business

- A. The issuing of mid-term grades will be placed on the next ADC agenda.

III. Reports

- A. IEP reports are due February 24.
- B. Updated 2+2s are being presented by the System Center to San Antonio College and Palo Alto College.

- C. Additional construction is taking place at the Wildlife Park. A new ungulate center and native plants center are being developed, as well as an oak motte.
- D. The 32nd annual Bilingual Education Conference will be held March 8-9; a School Board Workshop will be held in March; several faculty from the College of Education are attending the Emotional Intelligence Conference in Galveston, along with President Juarez.
- E. Graduate program reviews are on schedule.
- F. Approximately 300 applications have been received by the College of Pharmacy. Efforts are ongoing to open the College Fall 2006.
- G. A student from the College of Engineering has been named Outstanding Engineering Student of the Year by the local chapter of the Texas Society of Professional Engineers. Also, Dr. John Chisholm has been named Assistant Dean of the Frank H. Dotterweich College of Engineering.
- H. Deans and their chairs are invited to participate in several professional development seminars being presented on student retention. Dr. Clayton asked the deans to encourage their chairs and faculty to attend.

IV. Dates to Remember

- A. Letters of Support - Emeritus Faculty Committee Due - February 15
- B. Letters of Continuance for First Year Faculty Due to Provost - February 20
- C. TAMUS Assessment Conference - College Station - February 23-25
- D. College and AVP IE Reports and Resource Requests Due - February 24
- E. Transfer Days - LCC - March 8
- F. Dean of College Forwards Promotion and/or Tenure Files and Recommendations to the Provost. - March 13
- G. Deadline for Presidential Travel Support Requests - March 20
- H. Transfer Days - SAC - 10-1 - March 22
- I. Transfer Days - SWTJC - 10-1 - March 29
- J. Lone Star Graduate Diversity Colloquium - Texas A&M-College Station - March 31-April 1.
- K. Transfer Days - CBC-B - 10-1 - April 5
- L. Transfer Days - Del Mar - 10-1 - April 19
- M. Transfer Days - STC 10-1 - April 26
- N. Post Tenure Review Recommendations and Development Plans due to Provost - May 8

- O. Letters of Continuance for Third+ Year Faculty Due to Provost - May 8
- P. Hoggie Days - May 21-22
- Q. Deadline for Presidential Travel Support Requests - June 2
- R. Hoggie Days – June 4-5; June 11-12; July 9-10; July 23-24; August 6-7