

**ACADEMIC DEANS COUNCIL
MEETING MINUTES
February 12, 2009**

Attending: Ronn Hy, Dann Brown, Sonny Davis, Tom Fields, Duane Gardiner, Pam Trant, Rick Aukerman, Robert Diersing, Frank Ureno, Bruce Schueneman, Bill Kuvlesky (representing AgNRHS), Marilyn Bartlett, Kuruvilla John

I. Announcements/Discussion/New Business

- A) The Priority Registration Committee gave a demonstration of the priority registration policy and implementation. Priority registration will begin March 30. After the demonstration, questions and answers were exchanged.
- B) Advertising for the new summer school calendar will begin with press releases around April 1. Dr. Brown will visit with Public Affairs regarding these releases.
- C) Dr. Davis distributed a *draft* policy of Low Enrolled Courses. Dr. Hy asked that the deans take this draft policy to their chairs for their input. This topic will be added to the next ADC agenda for further refinement. It will then be submitted to the President for his approval. Dr. Hy asked that the deans and chairs also consider removing enrollment caps. Before first class day, large classes will be split into appropriate and reasonable class sizes.
- D) The deans requested a report showing the percentage of classes taught after 12:00 noon and after 2:00 p.m. The request was further defined to show the percentage of classes taught from 12:00 noon – 5:00 pm and 2:00 pm – 5:00 pm.
- E) Dr. Fields presented two recommendations from the Graduate Council.
 - 1. The Graduate Council recommends that each college dean recommend the name of a contact person who can officially sign a thesis and/or dissertation in the absence of a student's committee chair.
 - 2. Many concerns have been expressed regarding plagiarism. The Graduate Council recommends that an additional step be added to submitting graduate theses, research projects, and dissertations. The additional step would be that in addition to submitting the hard copy of the project, to also submit an electronic copy with a "Turnitin" report signed by the chair of the student's committee.

Dr. Bartlett made a motion that both of these recommendations be accepted; Dr. John seconded; the motion carried.

- E) Dr. Hy reported that 269 Presidential Scholarships have been offered, with 30% of the students having accepted one of the scholarships. The deadline for accepting the scholarship is March 1. The deans want to know how many presidential scholarships we can possibly fund. Dr. Hy will visit with Mr. Lujan regarding this question.

- F) President Tallant is asking that a team of individuals attend an advanced assessment institute hosted by the University of Texas-Austin. The institute will be held June 19. Those interested should contact Dr. Hy.
- G) Dr. Brown distributed information regarding campus technology, *Good Things Come in Small Packages*. Also distributed was information on this fall's enforced withdrawal and scholastic probation students.
- H) The ADC was dismissed to see the new "Go Mobile" van.

II. Dates and Deadlines

- A) Self-Evaluations and Performance Appraisals due to Provost – February 13
- B) Pre/Post Test Assessment Data due to Provost – February 16
- C) Unfilled Position Criteria due to Provost – February 16
- D) Recommendations for 1st Year Probationary Faculty Continuation or Non-Reappointment due to Provost – February 18
- E) Inauguration Practice – February 19 – 2:30 pm
- F) Inauguration – February 20, 2009 – Processional Line-Up 12:30 pm;
Installation 1:00 pm
- G) Training of Deans for Academic Plan – February 25 – 1:30 pm – Olga Paul Conference Room
- H) SLO Plan due to Provost – February 27
- I) February Monthly Highlights due to Provost – Noon – March 2
- J) All-Day Workshop for Academic Plan – March 10 – Founders' Room – 8:30 am
- K) Promotion/Tenure Files due to Provost – March 16
- L) Recommendations for 3rd-5th Year Probationary Faculty Continuation or Non-Reappointment due to Provost – May 4
- M) Post-Tenure Review Report and Development Plan due to Provost – May 4
- N) Commencement Practice – May 15 – 3:00 pm
- O) Honors Reception – May 16 – 9:00 am
- P) Commencements – May 16 – 11:00 am; 2:30pm