

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

Attending: Allen Rasmussen, Dann Brown, Sonny Davis, Tom Fields, Duane Gardiner, Pam Trant, Rick Aukerman, Frank Ureno, Alberto Ruiz (representing Education), Carol Tipton, Nancy KingSanders, Bruce Schueneman, Bill Kuvlesky, Robert Diersing

**I. Announcements/Discussion/New Business**

A) Sandra Garcia, Director of Research and Sponsored Programs, reviewed information that is essential in grant proposals in order for the research activities to be counted as research expenditures. Various items can be included such as analyzing, studying, collecting data; publications; best practices in research; objectives related to research; publish findings or present findings at conferences, etc. Ms. Garcia was asked to provide the deans and faculty with wording that might be used in grant proposals which would qualify as research expenditures. The deans were asked to invite Ms. Garcia to their general faculty meeting in the fall so that she can reiterate this information to new and returning faculty.

Ms. Garcia reported that, as a Hispanic Serving Institution (HSI), the university will be eligible for some of the federal stimulus monies. Calls for proposals will be forthcoming and will require a quick turn-around for submitting proposals. She will send information regarding these proposals to the deans, faculty, the Associate/Assistant Vice Presidents, and Associate Provost for Information Technology.

B) Dr. Rasmussen gave an update on legislative activities in Austin and Washington, D.C. It appears as though the Arid Lands Grant is being considered for funding. Those faculty interested in this should be on the lookout for proposal information.

C) Dr. Gardiner reported on a recent meeting regarding Distance Learning.

- 1) Distance Learning has plans to develop procedures whereby faculty will be required to be trained to teach a distance learning course either by someone on our campus or at another institution before actually teaching a distance learning course.
- 2) Distance Learning courses must have the name of a faculty member associated with it before it can be added to the schedule. It was suggested that if the name of the actual teacher is not known at the time of scheduling, that the department chair's name be added as the individual responsible for the course.
- 3) Dr. Gardiner and Dr. Diersing both expressed their appreciation for the quality training being delivered by Jan Brott.

- D) Dr. Rasmussen would like the deans to visit with their new faculty who have participated in the Faculty Incentive Program and ask that they assess the program. Dr. Gardiner will also be visiting with the new faculty for their assessment and to determine whether or not this activity should be recommended for continuation next year.
- E) A draft *Time and Effort* report was distributed. All present were in agreement with the report. If Dr. Rasmussen does not hear any objections by March 24, he will present the report to the President for his approval. The matter of a special one-time supplemental payment was discussed. Dr. Fields was asked to visit with the Research Council on this matter.
- F) A call for proposals for the University Research Awards will be coming in the near future.
- G) The deans were reminded that requisitions for Incentive Funding (lab equipment) need to be submitted to Dr. Rasmussen the first of April with a deadline to submit to the Office of Procurement by April 20.
- H) Dr. Tipton reminded the council of the upcoming meeting in Waco on the Texas Digital Library. Dr. KingSanders and Dr. Fields plan to attend. Dr. Rasmussen would also like someone from Agriculture, Natural Resources and Human Sciences and Engineering to attend.
- I) Mr. Ureno reminded the deans of the upcoming SGA Deans' Forum on April 7. Also, the Ring Ceremony will be held Sunday, April 5 at 2:00 p.m. in Jones Auditorium.
- J) Future Academic Deans Council meetings will be held on Tuesdays from 1:30-3:30 in the Olga Paul Conference Room. The next meeting is scheduled for Tuesday, March 24.

## II. Dates and Deadlines

- A) All-Day Workshop for Academic Plan – March 10 – Founders' Room – 8:30 am
- B) Promotion/Tenure Files due to Provost – March 16
- C) Ring Ceremony – April 5 – 2:00 pm – Jones Auditorium
- D) SGA Deans' Forum – April 7 – 5:30-7:30 pm – MSU  
Questions -- contact Rian Scarborough (361) 459-9738 or  
[rianscarborough@yahoo.com](mailto:rianscarborough@yahoo.com)
- E) Requisitions for Incentive Funding (lab equipment) due to Provost – April 1
- F) Requisitions for Incentive Funding due to Office of Procurement – April 20

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- G) Recommendations for 3<sup>rd</sup>-5<sup>th</sup> Year Probationary Faculty Continuation or Non-Reappointment due to Provost – May 4
- H) Post-Tenure Review Report and Development Plan due to Provost – May 4
- I) Commencement Practice – May 15 – 3:00 pm
- J) Honors Reception – May 16 – 9:00 am
- K) Commencements – May 16 – 11:00 am; 2:30pm