

**ACADEMIC DEANS COUNCIL
MEETING MINUTES
March 31, 2009**

Attending: Allen Rasmussen, Dann Brown, Sonny Davis, Tom Fields, Duane Gardiner, Pam Trant, Rick Aukerman, Carol Tipton, Nancy KingSanders, Bruce Schueneman, Bill Kuvlesky, Robert Diersing, Marilyn Bartlett, Toni Alvarez (representing Student Affairs), Kuruvilla John

I. Announcements/Discussion/New Business

- A) Dr. Brown presented a proposal for council consideration. The proposal is for Degree Plan Initiation and Review, "A 45/90 Rule." The proposal calls for a student to declare a major by the time they have acquired 45 semester credit hours. It would also require that a degree audit be prepared when a student reaches 90 semester credit hours. Dr. Rasmussen will share info with President Tallant.
- B) Dr. Brown also distributed a new program request for a Bachelor of General Studies degree. Again, the council was asked to review the proposal and be prepared to discuss at the next ADC meeting.
- C) Dr. Rasmussen reminded the council that \$200,000 had been taken out of the incentive funding for lab equipment. If that money is not required to be given back to the state, the council will need to decide how to spend that money by the end of the year.
- D) Dr. Rasmussen informed the council that some of the System schools are including course syllabi on their websites. It is not yet required that we have the syllabi on the web, but it looks as though that might be something coming soon. The syllabi would need to be at a central location. The council felt they would best be located on the departmental web sites. The syllabi would need to be updated each semester. Some felt this would be a strong proponent for recruiting and retention.
- E) The System asked what type of collaborative efforts each institution has with System institutions. If there are new initiatives that include collaboration with System institutions, the council members were asked to email that information to Dr. Rasmussen.

There is a collaborative initiative including study abroad programs. This program would include the enrollments of students from System schools. The student would pay the tuition and fees of their respective school, the SCHs would go to the school providing the instructor of record. It is hoped that this initiative will boost the study abroad program. Dr. Tadeo Reyna is aware of this initiative.

- F) The 2009 Assessment Institute offered by the University of Texas was discussed. It was felt that the assessment workshop held in January by Susan Hatfield and the Texas A&M University Assessment Conference were very valuable. It was felt that there was no need to attend an additional assessment conference at this time.

- G) Dr. Rasmussen met with the President and with Dr. Frank Ashley regarding the *Time and Effort Reporting*. The President would support the proposal, but Dr. Ashley didn't think it was necessary. Dr. Rasmussen will email the proposal to Dr. Ashley who will review it further and offer some suggestions of wording used at other institutions.
- H) President Tallant is willing to revisit the issue of lab fees and how they revenue might be given to the departments. The members of the President's Council were in agreement to discuss this topic further.
- I) The council had questions regarding the returning of PINs to the Provost's Office. Dr. Rasmussen will find out if this was a request of the President. The council would like to further discuss this topic.
- J) Dr. Rasmussen asked the deans to review their lab fees. He suggested that they take a few of the lab courses and see what it would actually take to reimburse the course for lab supplies – the true cost.
- K) There are several bills before the legislature that would “freeze” tuition. If this occurs, this year's the Faculty Salary Plan could be in jeopardy. There is a bill that would allow those institutions that didn't raise tuition to the maximum in the past to be able to raise their tuition to the state average.
- L) Dr. Gardiner reminded the deans that the program level SLOs are due and that the assessment plans are due April 30.
- M) The CAAP exam will be administered this spring. This is a test to determine value added to a course. There is a need for a good cross-section of courses to be tested – a need for all colleges to participate.

II. Dates and Deadlines

- A) SGA Deans' Forum – April 7 – 5:30-7:30 pm – MSU 221 A&B
Questions -- contact Rian Scarborough (361) 459-9738 or
rianscarborough@yahoo.com
- B) Lab Equipment Requisitions due – April 30
- C) Recommendations for 3rd-5th Year Probationary Faculty Continuation or Non-Reappointment due to Provost – May 4
- D) Post-Tenure Review Report and Development Plan due to Provost – May 4
- E) Commencement Practice – May 15 – 3:00 pm
- F) Honors Reception – May 16 – 9:00 am
- G) Commencements – May 16 – 11:00 am; 2:30pm