

**ACADEMIC DEANS' COUNCIL
MEETING MINUTES
October 13, 2009**

Attending: Rex Gandy, Pam Trant, Rick Aukerman, Nancy KingSanders, Duane Gardiner, Kim Jones, Sonny Davis, Dann Brown, Mauro Castro, Carol Tipton, Allen Rasmussen, Frank Ureno, Tom Fields, Robert Diersing

I. Announcements/Discussions/New Business

- A. Dijaya Chithra Keerthivasan, representing the Student Government Association, discussed a possible date for the SGA sponsored Deans' Forum. The date has been set for Tuesday, November 3 at 6:00 pm. Location to be determined.
- B. Dr. John Burnett, Director of Compliance, was introduced. He gave an overview of his job responsibilities. In addition to compliance issues, Dr. Burnett will be developing any new System required rules for the campus. With regard to search committee compliance – search committees are to be run entirely by the search committees. There should be no alternatives to the dean search process. Any questions regarding the search should be addressed to Dr. Burnett.
- C. The proposed changes to the ACT/SAT requirements for developmental students moving into college algebra have been approved by the President.
- D. The proposed changes to the residency requirements for students to Graduate with Honors have been approved by the President and will become effective immediately.
- E. An issue was voiced at several recent student forums regarding the changing of times and dates to student schedules after advisement. These changes can impact a student's complete schedule. Effective October 16, all proposed changes to course dates and times must be submitted and approved by the Provost. A form will be developed and distributed for this purpose. Additionally, no changes to course sections will be allowed after December 18 due to Blackboard restrictions.
- F. The proposed change to Time and Effort Reporting has been reviewed by all those concerned. Dr. Mauro Castro made a motion that the Time and Effort Reporting definitions be approved; Dr. Allen Rasmussen seconded; motion carried unanimously.
- G. Dr. Gandy asked for information regarding pre-professional advisers. How many were in each college and what are their responsibilities? Dr. Gandy asked that Dr. Davis and Dr. Rasmussen provide him with tracking data for students who have been advised through the pre-professional advisers and are no longer at this university.
- H. The proposed second year of the Faculty Investment Program was discussed. It was suggested that Dr. Jacki Thomas attend the meeting in two weeks to discuss proposals for the second year experience. Some items that might be included are publications, submission of grants, etc.
- I. A discussion was held regarding compensation for graduate coordinators and department chairs.

- J. A Graduate Scholarship Coordination Council has been developed. It will be chaired by Dr. Tom Fields with Dann Brown, Heather Elsik and someone from Enrollment Management as members.
- K. Proposed changes to next year's academic calendar are forthcoming. There will be no changes to the spring 2010 calendar as financial aid and course scheduling would be negatively impacted.
- L. Deans indicated that they have observed that proceeds from lab fees are going into departmental accounts. This is correct. Dr. Gandy would like the deans to submit to him a list of proposed changes to lab fees.
- M. Dr. Gandy announced that, pending Board approval, Dr. Stephan Nix has been selected to serve as Dean of the Frank H. Dotterweich College of Engineering effective February 8, 2010.

II. Reports

- A. Dr. Fields asked everyone to encourage participation in the Pathways Research Symposium. The deadline for applications is October 19.

III. Dates to Remember

- A. Distinguished Alumni Luncheon – 11:30 am – MSU Ballrooms -- October 24
- B. Academic Master Planning and Facilities “Dream” List due to Provost – November 1
- C. October Highlights Due to Provost – 2:00 pm – November 2
- D. SGA Sponsored Deans’ Forum – 6:00 pm – Location to be Determined – November 3
- E. IEP Departments Due to Dean and CAP; Support Service Units Due to AVP and CAP – November 5
- F. Deadline for Presidential Travel Support Request – November 6
- G. TAMUS Pathways Student Research Symposium – TAMIU – November 13-14
- H. TAMUS Junior Faculty Workshop – TAMIU – November 14
- I. Recommendations for Continuation or Non-Reappointment of Tenure-Track Faculty Due to Provost – November 27
- J. Justification of Low Enrolled Programs and Change to Current Table of Programs due – December 1
- K. Summer/Fall Schedules Due to Provost’s Office – December 1
- L. November Highlights Due to Provost – 2:00 pm – December 1
- M. Justification for Low Enrolled Programs Due to Provost – December 1
- N. Commencement Practice – 9:45 – December 18
- O. Honors Reception – 2:00 – December 18
- P. Commencement – 4:00 – December 18
- Q. Commencement – 7:00 – December 18