

ACADEMIC DEANS' COUNCIL MEETING

January 8, 2004

Present: Kay Clayton, Pam Trant, Robert Diersing, Alberto Olivares, Dean Ferguson, Bill Heenan, Garry Ross, Mauro Castro, Frank Ureno, Dalton Bigbee, Gladys Hines, Mike Daniel, Ron Rosati, James Pierce (representing Arts and Sciences)

I. Announcements/Discussion/New Business

- A. Carolyn Dickson, Bookstore Manager, met with the deans to review bookstore policies and procedures. The deadline for adoption of textbooks for summer and next fall is March 17.
- B. The issuing of two degrees of the same type was discussed. Dr. Clayton will bring some verbiage for the catalog to the next meeting.
- C. Dr. Clayton asked the deans to ensure that promotion/tenure files are complete and in the correct format before forwarding them to her office.
- D. The deans were asked to publicize the availability of a \$1000 tuition rebate. This rebate is for students who complete their degree program with no more than 3 hours attempted over the number of hours required for the degree.
- E. Dr. Clayton recently sent information to the deans concerning the required ownership of computers by students. She asked that deans review the information and be ready for discussion, if necessary.
- F. The current Student Rating of Instruction process was discussed. Dr. Bigbee and Dr. Ferguson will make a recommendation to Dr. Clayton concerning the administration of SRIs for Spring 2004 and possible costs associated with any change to the current process.
- G. The deans were asked to tell their faculty to begin developing proposals for internal research grant funding. Deadlines will be set by the Research Council later, but faculty should begin preparing proposals now.
- H. IEPs will be required annually from now on. Information on guidelines and due dates will be forthcoming from the Council on Assessment and Planning.
- I. Dean Ferguson distributed information on the Faculty Evaluation process. He addressed some topics of concern expressed by the deans in the past. He would like the deans to review the draft document and provide him with any suggested changes or comments on areas of concern.
- J. Dalton Bigbee announced that a SACS team will be visiting the System Center-San Antonio February 16-18.

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- K. Handouts:
- 1) National Science Foundation Workshop
 - 2) Presenting New Degree Programs to the Board of Regents
 - 3) College Attendance and the Texas Top 10 Percent Law
 - 4) Coordinating Board Admission Policy Survey
 - 5) Provisional Admits Fall 03
 - 6) Annual IEPs
 - 7) Presidential Scholarships
 - 8) Senate Committee on Faculty Evaluation
 - 9) Legislative Budget Board Annual Performance Measures 2003
 - 10) Agenda Item Submission Dates and Deadlines

II. Dates and Deadlines

- A. Javelina Highlights - January 17
- B. Presidential Travel Support Request deadline - January 23
- C. Del Mar College Transfer Day - February 4
- D. Deans/AVPs Self Evaluation due to Provost - February 15
- E. SACS Review of System Center-San Antonio - February 16-18
- F. Materials due to Tony Hinojosa for Recruitment Trip by February 27
- G. Coastal Bend College Transfer Day - March 3
- H. South Texas Community College Transfer Day - April 14

III. Adjourn