

Academic Deans' Council Meeting
January 8, 2008

Present: Kay Clayton, Pam Trant, Robert Diersing, Jane Stanford, Alberto Olivares, Jamie Laurenz, Bill Heenan, Ronn Hy, Dann Brown, Tom Fields, Carolyn Green, Allen Rasmussen, Mike Daniel

I. Announcements/Discussion/New Business

- A. Gettie Moreno met with the council to review the guidelines set for the “merit payment” this spring. The range for the payments has been set for \$50-\$500. Recommendations are due to the Provost by January 31. There will be no appeal process. The deans are to meet next week at 1:30 to discuss the letter to be sent to the recipients and set a date to mail the letters.
- B. Dr. Clayton asked the deans and Dr. Laurenz to take the agreed upon service component of the evaluation process to their faculty, and to write their individual college service component to address all the items noted in the university-wide component. The individual college components are due to the Provost by February 15.
- C. Dr. Laurenz will coordinate the proposal for the Academic Scholars Enhancement Program with the assistance of Dr. Hy and Dr. Heenan. This proposal is for recruitment or retention of nationally recognized research faculty. The university would have to match any funds received if the proposal was accepted.
- D. Dr. Saban met and reviewed requirements for Special Item requests and Tuition Revenue Bond requests. The administration will meet with Stanton Calvert and people from the System governmental relations office on February 5 to review our requests. Drafts of proposals are due to Dr. Clayton by January 18. We need to present requests that are extraordinary – TRB-(Fine Arts and Performing Arts Building); Special Items-(Vet-Tech; Ph.D. in Chemical Engineering).
- E. President Juarez met with the council to discuss the need to fill vacant positions. He wants the deans to review the need for the positions. A task force has been established to review faculty salaries. If salaries are to be increased, funding needs to be identified. If some of the vacant positions can be eliminated, the money used to fund those positions could be redirected to faculty raises.
- F. A request for Academic Program Planning and Development for 2008-2009 has been received from the Vice Chancellor for Academic Affairs. Pam will work with the deans to complete this form by the deadline of February 1.

- G. Pam Trant asked for clarification on TOEFL scores for undergraduate international students. The requirement is 500 for all colleges except the College of Engineering where the requirement is 550.

II. Reports

- A. Ronn Hy and Mike Daniel are sponsoring the SBEC Health Careers Conference on January 30.
- B. Bill Heenan reported the College of Engineering is preparing for Engineering Week in February.
- C. Jamie Laurenz will be joining a team of faculty and staff to participate in the Undergraduate Research Conference in El Paso on January 16.
- D. Allen Rasmussen reported a new endowed professorship on quail. The college received \$500,000 from Gassell for the professorship. Dr. Rasmussen will soon be attending a leadership training conference at the USDA, and then will travel to Reno, Nevada to meet with the Safari Club.
- E. Dr. Clayton asked Robert Diersing to ascertain when the IE presentations will be held. Dr. Diersing indicated they would probably be held in February.
- F. Dr. Diersing requested that cell phone numbers be added to the campus directory information which is necessary for an early alert system.
- G. Carolyn Green said the System Center is preparing for the LBB presentation on January 22. The System Center plans to have a float in the Battle of Flowers Parade.

III. Dates/Deadlines to Remember

- A. General Faculty Meeting, January 14, 2008, Peacock Auditorium (BES 100)
 - 8:00 Refreshments
 - 8:30 Meeting
- B. Workshop with Connie Staley, January 14, 2008, 1:30 pm, MSU 219A
- C. **Academic Program Planning and Development Report due to Provost - January 15**
- D. Faculty and Administrator Customer Service Training - February 8

- E. ADC Workshop with Dee Fink - February 28, 2008 - 1:30 pm
- F. Faculty Workshop with Dee Fink - February 29, 2008 - all day