

**ACADEMIC DEANS COUNCIL
MEETING MINUTES
October 30, 2008**

Attending: Ronn Hy, Pam Trant, Tom Fields, Sheryl Custer (representing Engineering), Carol Tipton, Martin Brittain (representing Business Administration), Frank Ureno, Dann Brown, Sonny Davis, Allen Rasmussen, Bruce Schueneman, Marilyn Bartlett, LaRue Stephens (representing University College), Duane Gardiner

I. New Business

- A) Dr. Hy informed the deans that he needs their nominations for consideration to serve on the Provost Search Committee by the end of the day.
- B) The RFP for College Readiness was recently distributed by e-mail. This includes a summer program and a summer bridge program.
- C) Dr. Hy mentioned a recent memo from the Chancellor addressing travel expenditures, foreign travel and cost savings measures and cost avoidance activities. We can no longer use indirect costs or E&G monies for foreign travel. If anyone has suggestions on cost savings measures and cost avoidance activities, they should send them to Dr. Hy.
- D) Federal Initiatives were due to Dr. Hy electronically by October 24. He has received information from Dr. Rasmussen. If anyone has additional initiatives, he needs them right away.
- E) Probationary Tenure-Track Faculty who completed their third year of review in 2008 will be required to undergo a comprehensive fourth year review this year in lieu of this year's annual evaluation. Deans should contact the affected faculty informing them of this revised System rule. This requirement is included in the revised rule, 12.02 Institutional Procedures for Implementing Tenure, dated September 26, 2008.
- F) System rule 12.07, Fixed Term Academic Professional Track Faculty, was distributed. The rule was approved by the Board of Regents on September 26, 2008.
- G) The university has received approximately \$1.4 million in incentive funding. The president has plans to use this money on lab improvements – renovations and/or equipment. This is not considered reoccurring money, but a one-time appropriation.
- H) The approved academic calendars for 2009-2010 and 2010-2011 were distributed. The ADC members agreed that the General Faculty Meetings in spring 2010 and 2011 will be held on the Tuesday following the Martin Luther King Day Holiday.
- I) The Procedure Change to Reclassify Staff Employees was distributed. There will be three position description evaluation cycles as opposed to the one we had in the past. The three dates are: September 1, January 1 and May 1.

- J) All staff position descriptions must include a statement regarding customer service.
- K) President Tallant has requested that each vice president submit a report to him the first of each month indicating the good things that happened in their respective units during the preceding month. Dr. Hy would like each dean and AVP to submit a one-page summary on the first of each month indicating the good things that happened in their respective units during the preceding month. This is a recurring/monthly request.
- L) Dr. Hy informed the council that he has submitted a request to MacGregor Stephenson at the Coordinating Board for an exemption of the 5 ½ summer calendar rule. He proposed the two four-week and one eight-week sessions, and is awaiting Dr. Stephenson's decision.
- M) The President plans to hire a firm to develop a Campus Master Plan. Additionally, Dr. Hy would like the deans to consider developing an Academic Plan. Components of the plan would be considered with each dean taking a component and developing it university-wide. A sample plan was distributed.
- N) Dann Brown asked the council to consider the possibility of establishing a Bachelor of Science in General Studies. The preliminary proposal will be distributed at the next meeting for further discussion.
- O) Academic Advising On the Road will begin in the next two weeks. The advising teams will be visiting Blinn College, Texas State Technical College and Del Mar College. Additionally, Dr. Bartlett will be taking an advising team to South Texas College.
- P) Topics for future discussion:
 - 1. Sports Management Program
 - 2. Review of Faculty Load Computation
 - 3. Grow Your Own PhD
 - 4. Academic Plan Outline

II. Old Business

- A) LSW Services for Students with Disabilities – Update
- B) Requests for Excused Absences for Athletes -- Update

III. Dates and Deadlines

- A) Donor/Scholar Dinner – November 6
- B) Junior Faculty Workshop – Commerce – November 6-7
- C) Presidential Travel Support Requests to Provost – November 7
- D) Pathways Student Research Symposium – Texas A&M University-Commerce – November 7-8
- E) Engineering Javelina STEM Fair and Robotics Competition – November 15
- F) Summer and Fall Schedules Due to Provost – December 1
- G) Arts and Sciences/Education - Professional Development Category of T&P due - December 12
- H) Commencement Practice – December 12 – 3:00 pm
- I) Honors Reception – December 13 – 9:00 am
- J) Commencement – December 13 – 11:00 am; 2:30 pm
- K) Inauguration of Dr. Steven Tallant – February 20, 2009