
COUNCIL OF ACADEMIC DEANS
MINUTES
Administration Building – Third Floor Conference Room
April 9, 2008

1. American Democracy Project. Joyce McCauley reported on activities surrounding the American Democracy Project. She discussed service-learning course designations and stated that a survey would be distributed to all faculty in an attempt to determine how many service-based courses are being offered to SHSU students. In addition, she reported that SHSU will have a VISTA volunteer assigned to the campus to assist in volunteerism efforts.
2. Approval of minutes for Council of Academic Deans for February 27 and March 26, 2008. The minutes were approved as presented.
3. U.S. Professors of the Year Award Program. Deans de Castro and Hebert recommended that Dr. James Olson be nominated for the U.S. Professor of the Year (national award) and that Dr. Jackie Jensen be nominated for the state award. All CAD members agreed.
4. Faculty Development Leave Policy. In the March 26, 2008, CAD minutes, Dr. Payne reported that the Faculty Development Leave Committee had posed a question concerning the wording in the policy addressing the timing of applying for a leave after having previously had a leave (section 2.01.b(2)). To address the concern, Dean de Castro provided a revised statement:

2.01 Eligible Faculty

- a. For purposes of this policy, "faculty member" means a person who is employed by Sam Houston State University on a full-time basis as a member of the tenured faculty or staff and whose duties include teaching, research, administration, including professional librarians, or the performance of professional services. This term does not include a person employed in a position that is in the institution's classified personnel system.
- b. Faculty members are eligible ~~to apply~~ for a Faculty Development Leave when the starting date of the leave occurs after completion of:
 - (1) ~~completed~~ seven consecutive years of ~~meritorious academic~~ service with Sam Houston State University as an instructor, assistant, associate, or full professor, or an equivalent, and if applicable
 - (2) ~~completed~~ a minimum of six consecutive years of ~~meritorious academic~~ service with Sam Houston State University since ~~receiving an award of a~~ completing their last Faculty Development Leave, and as outlined in this policy, and if applicable
 - (3) ~~submitted~~ acceptable reports from all previous development leaves have been submitted to their chair.

In addition, a +change was recommended to section 2.04:

2.04 The Provost may recommend to the President ~~may grant~~ a Faculty Development Leave when, in his/her judgment, to do so is in the best interest of the University.

The modifications to the policy were endorsed by CAD and will be forwarded to the Academic Policy Council for action.

5. Faculty positions. Dr. Payne presented a report on the number of faculty positions which have been filled for next year. He encouraged the deans to move forward with the filling of faculty positions.
6. Article re adjunct professors teaching intro courses. De. Payne shared an article from *The Chronicle of Higher Education* concerning adjunct professors teaching introductory courses.
7. Mission Statement. Dr. Payne reminded members that the updated mission statement is due to the Coordinating Board in early fall 2008. He then shared changes recommended by the Faculty Senate. CAD recommended additional modifications. In the following statement, those changes recommended by the Senate are in lower-case letters; those recommended by CAD are in upper-case letters.

UNIVERSITY MISSION

Sam Houston State University is an ~~multicultural~~ *inclusive* institution whose mission is to provide ~~excellence by continually improving~~ *HIGH* quality education, scholarship, and service to its students and to ~~appropriate~~ regional, state, national, and international constituencies.

UNIVERSITY GOALS

- Promote students' intellectual, social, ethical, and leadership growth.
- *PURSUE CONTINUOUS IMPROVEMENT.*
- Recruit and retain qualified, dedicated faculty and ~~support~~ staff.
- Recruit, ~~AND~~ retain, *AND MOTIVATE* qualified, ~~MOTIVATED~~ students.
- Provide the necessary library, *TECHNOLOGY*, and other facilities to support quality instruction, research, and public service.
- ~~PROVIDE AN EDUCATIONAL ENVIRONMENT THAT ENCOURAGES SYSTEMATIC INQUIRY AND RESEARCH.~~
- *PROMOTE SCHOLARLY AND RESEARCH ACTIVITIES THAT CONTRIBUTE TO KNOWLEDGE AND UNDERSTANDING.*
- Promote and support diversity and provide ~~FOR~~ equitable opportunities for ~~minorities~~ underrepresented groups.
- Offer a wide range of ~~ACADEMIC STUDIES IN~~ preprofessional, baccalaureate, master's, and doctoral programs.

- ~~COLLABORATE PROMOTE COOPERATION with OTHER UNIVERSITIES, institutions, AND CONSTITUENCIES GOVERNMENT AGENCIES, AND THE PRIVATE SECTOR.~~
- ~~PROVIDE INSTRUCTIONAL RESEARCH AND PUBLIC SERVICE THROUGH DISTANCE LEARNING AND TECHNOLOGY.~~

An examination of the history section of the mission statement revealed that up until 1969, there is detailed information; but following 1969, there is abbreviated info. Dean Brown will draft a shortened statement of the beginning section and Drs. Eglsaer and Muehsam will draft a statement to be added concerning more recent times and accomplishments.

8. Miscellaneous.

- a. Standing Faculty Tenure Committee. Dr. Payne indicated that he had met about a concern expressed by the referenced committee dealing with appointment of the chair of the DPTAC by the dean. Some members of the committee felt that the Senior Tenured Faculty Member in the department should serve as the chair of the DPTAC. Dr. Payne informed the committee that the chair of the DPTAC would continue to be appointed by the dean. He urged the deans to meet with the department chairs and the DPTAC chairs and convey the importance of the assignment as DPTAC chair.
- b. Dates of on-site SACS visit. Dr. Muehsam stated that the dates of the on-site SACS visit are March 24-26, 2009.
- c. Institutional report card. Dr. Muehsam led a discussion dealing with performance indicators which would be important to have on an institutional report card prepared by the Coordinating Board. In discussing the inclusions, Dr. Muehsam informed CAD members that only information which the CB already collects would be possible.
- d. Big ticket items. Dr. Payne shared a list of items collected from CAD members concerning possible items to be taken to the legislature for funding. CAD members reviewed the list and agreed on a priority order of the list.
- e. Anniversary at TUC. Dr. Eglsaer reminded members that the tenth anniversary celebration at The University Center would be held on April 17 at 3:30.
- f. Written documentation. Ms. Roberson reminded CAD members that it is very important to report changes, decisions, etc. in writing. Almost every decision which is made must be included in a report to the Board of Regents and written documentation is required.

Dorothy Roberson
Recorder