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**COUNCIL OF ACADEMIC DEANS**  
**MINUTES**  
**Administration Building – Third Floor Conference Room**  
**February 5, 2008**

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1. Approval of minutes for Council of Academic Deans for January 9, 2008. The minutes were approved with one modification.
2. Faculty Development Leaves. Dr. Payne distributed a letter from the Chair of the Faculty Development Leave Committee indicating the committee ranking of FDL proposals. Dr. Payne asked the deans to indicate to him how many leaves the respective colleges can support financially.
3. Budget for next year. Dr. Payne stated that no new money is anticipated for next year's budget. Cautious scheduling of classes for fall 2008 and spring 2009 should be done to help with funding summer school 2009.
4. Differentiating between clinical professors and adjunct professors. Dean Brown raised the question of whether clinical faculty are counted as pool faculty or adjuncts. There are three groups of "faculty":
  - Tenure/tenure track
  - Interim—usually nine month appointment
    - Early retirees
    - Lecturers
    - Visiting
    - Clinical
  - Temporary—semester-by-semester appointment
    - Lecturer pool
    - Lecturer special
    - Adjunct (staff teaching a class)

Dr. Muehsam will obtain data about every person who taught a class this fall to determine how each of the categories of faculty are counted.

5. Raising math requirements. Dr. Eglsaer stated that currently the completion of freshman-level math prior to taking upper-level classes is required. In addition, continuous enrollment in remediation until the student is TSI compliant is required. In the area of mathematics, that policy would require students to be enrolled through MTH 031. However MTH 032 is a prerequisite for all students with THEA scores lower than 270. The motion was made and seconded that students be required to remain in the math remedial sequence (MTH 031-MTH 032) until they are eligible to take a freshman-level math class. Passed unanimously. The recommendation will be forwarded to APC for action.

6. Requirements for the BS/BA degree. Dr. Eglsaer indicated that a question had arisen about whether or not there is an official University policy regulating degree requirements. Ten years ago, it was clearly stated that the B.S. degree would need 16 hours of lab science classes and 9 hours of math/science electives. The BA required extra classes in the humanities and 12 hours of language. That system has eroded over the years. CAD recommended the topic be forwarded to APC for action.

In a related matter, the subject of program/degree review was discussed. Should there be curriculum review only? Or a full blown review of all programs and degrees? What kind of budget will be required? Where would this kind of review fit into the budget? Dean Webb and Dean de Castro will write a proposal addressing these questions.

7. RDG 011. RDG 011 was initiated to create a more positive learning environment for students who were considered marginally underprepared by their reading score on one of four different placement tests. To fulfill TSI requirements, students must enroll in RDG 011 simultaneously with two intensive-reading courses and attain at least a grade of “C” in all three courses. Data revealed that the majority of students whose higher placement test scores allowed them to take RDG 011 were not successful. The motion was made and seconded to no longer offer RDG 011; students who do not score high enough on the THEA must take RDG 031. Passed unanimously. The recommendation will be forwarded to APC for action.
8. Lon Morris College. Dr. Payne reported that Dr. Danny Potter, Provost at Lon Morris College, had requested that faculty members at SHSU review the programs and curriculum at Lon Morris. Dr. Payne distributed the material to the appropriate deans and requested that feedback be provided to him by March 5.
9. SACS update. Dr. Muehsam reported that the SACS Compliance Committee has set deadlines:

There are 81 standards. Over a 9-week period, 9 standards per week will be submitted.

February 25—will go to Compliance Committee for review.

March 3—will go to Leadership Committee

By end of April—all 81 standards will have been submitted to the Leadership Committee.

By the end of February, everything from 2006-07 should be entered into the database.

By the end of March, the 2007-08 goals, objectives, indicators, and criteria should be entered into the database.

By the end of May, all findings should be in place.

By the end of June, all actions for 2007-08 goals should be in place.

Everything needs to be ready by July to start reviewing.

Dr. Muehsam, Dr. Eglsaer, and Dean Hebert will prepare a communication to be distributed concerning deadlines.

10. Miscellaneous.

- a. 3-3 to 4-4. In response to a question posed by faculty members in the College of Humanities and Social Sciences, Dr. Payne asked if there should be a statement added to APS 790601, Faculty Instructional Workload Policy, concerning moving a faculty member from a 3-3 to a 4-4 workload if the faculty member is not performing as expected on a 3-3 workload. Dean de Castro will prepare a statement to be added to the academic policy statement.
- b. Chronicle article re curricular glut. Dr. Payne distributed an article from *The Chronicle of Higher Education*. Discussion ensued about the danger of continuing to add courses to the course inventory without deleting courses.

In the past, the Coordinating Board required detailed descriptions of costs involved in adding new programs. This detail is no longer required. However, when a department requests a new program and that program requires new positions, a procedure is needed to ensure that funds will be available to support the new program. If the new requested positions are not approved, the dean agrees to allocate that position first. If there are no positions available to the dean, positions will be reallocated within the college. Another option would be to delay initiating the new program. It was suggested that a memo of understanding be prepared when the proposal is presented. Deans Webb and de Castro generously volunteered to draft a memo of understanding.

- c. APS 900417, Faculty Reappointment, Tenure, and Promotion. Dean de Castro proposed adding a statement to the referenced policy to address those faculty who nominate themselves for promotion to full professor. Dean de Castro will prepare a statement and take it to APC for action.
- d. Attendance initiative. Dr. Eglsaer distributed to the deans lists of faculty members who had not yet responded to the attendance initiative.
- e. Small class report. Dr. Eglsaer indicated that there needs to be a discussion of how small class reports should be dealt with.

- f. QEP. Dean Eglsaer reported that the integrated science course was selected by the QEP Committee to be the QEP. Drs. Payne, Eglsaer, Muehsam, and Hebert will meet to determine the next step.
- g. International English Language Testing System (IELTS). IELTS is similar to the TOEFL in that it tests English skills. The areas tested include listening, reading, writing, and speaking, and the student is given an overall score. The motion was made and seconded to accept IELTS scores for undergraduate students of 5.5 (restrict classes which can be taken) and 6.5 (unrestricted). Passed unanimously. The recommendation will be forwarded to APC for action.
- h. Minimester courses. Dean Hebert suggested adding a statement to APS 860110, Shortened Format Courses, concerning required GPA and number of courses which may be taken at one time. He will prepare a statement to present to APC for action.

Dorothy Roberson  
Recorder