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**COUNCIL OF ACADEMIC DEANS**  
**MINUTES**  
**Administration Building – Third Floor Conference Room**  
**July 13, 2005 – 8:30 a.m.**

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Visitor: Joyce McCauley

1. Welcome. Dr. Payne welcomed Dr. Jaimie Hebert, Interim Dean of the College of Arts and Sciences, to CAD.

2. American Democracy Project. Dr. Joyce McCauley gave an update on ADP activities for fall 2004 and spring 2005:

- Dr. Bob Bringle presented a series of talks to administrators, faculty, staff, and students.
- The first Community Volunteer Fair was held.
- Faculty workshops were offered on service learning.
- A co-curricular transcript was instituted to highlight and record SHSU student activities that may involve service learning projects.
- A “Scouts Day” was held on campus.
- The ADP webpage is up and running.
- A get-out-and-vote campaign was held.
- Departmental talks began on the mission of the SHSU ADP Committee and the importance of connecting course objectives to community needs.

Activities planned for the upcoming year include:

- Constitution Day to be held on September 20.
- A meeting hosted by SHSU and sponsored by the *New York Times* for those campuses interested in the first-year experience (tentative). The purpose is to share first-year activities and get campuses to commit to projects especially focused on the theme: Liberty, Equality, and Justice.
- Week-long event entitled “Celebrating Democracy: Liberty, Justice, and Equality.” The event will include a keynote speaker, essay contest winners, monograph of winning essays printed, workshops on civil discourse, film series, and talks and discussions on a variety of topics such as jury duty and suffrage.
- Week-long event entitled “Celebrating Democracy Through Service” to include workshops and presentations highlighting volunteerism, Volunteer Fair Day, and Scouts Day.
- Establish a Center for Community Partnerships.
- Establish a Center for Academic Excellence.

3. Approval of minutes for the Council of Academic Deans meeting of June 22 and 29, 2005. The minutes of June 22, 2005, were approved with one change. The minutes of June 29, 2005, were approved as presented.

4. HB 1172. There was agreement to wait for a Coordinating Board interpretation of HB 1172 before making any changes to the curriculum.

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5. Reporting sick leave for faculty. Dr. Payne reminded APC members that, according to state law, “A faculty member at an institution of higher education . . . must submit prescribed leave forms for all sick leave the faculty member takes if the absence occurs during the normal workday for regular employees, even if no classes are missed.” The associate deans are in the process of updating the section of the *Faculty Handbook* dealing with sick leave and the Faculty Leave Policy, particularly Section 2.07.
6. CIP course codes. Dr. Muehsam stated that in the IDEA system, scores for a faculty member are measured against all scores in the faculty member’s discipline. He requested that the chairs check the CIP codes (enumerated on the lists he provided to each dean) to ensure that the proper codes are being used.
7. Miscellaneous.
  - a. Deans’ responsibility. Dean Lewis requested that the Registrar’s Office not refer students to the deans if the situation is one over which the dean has no control, e.g., if the student is requesting a refund for a dropped class but the date for a refund has already passed. Dr. Muehsam will pass this request along to the Registrar’s Office.
  - b. Summer schedules. Dean Brown requested that the issue of paying faculty for teaching non-routine schedules during the summer be examined.
  - c. Ethics institute. Dean Brown inquired about an ethics institute for the university. The College of Education has an ethics institute and the College of Business Administration is working toward having one. It was agreed that the two colleges would continue with their individual institutes rather than having an institutional institute.
  - d. Encuentro. Dean Brown inquired about the funding of Encuentro for the upcoming academic year. The colleges will each make a contribution to the funding.
  - e. Center for Enhancement of Faculty and Staff Professional Development. Dean Brown asked about the establishment of such a center. It was agreed to appoint a university-wide committee during the fall semester to look into the establishment of such a center. The components would include technology, pedagogy, service learning, and assessment and accountability.
  - f. Teaching conference. Dean Thibodeaux requested that the deans invite their faculty to the teaching conference scheduled for August 23. Faculty may sign up online.
  - g. CAD retreat. Dr. Payne requested that CAD members send to Ms. Roberson by Friday, July 15, topics for the agenda for a CAD retreat as well as dates when members can meet.

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- h. AAC meeting. Dr. Payne requested that CAD members send to Ms. Roberson topics for the agenda for an Academic Affairs Council (AAC) meeting.
- i. SB 111. Dr. Eglsaer shared that SB 111 will require that SHSU have a policy addressing acceptance of the international baccalaureate degree. It appears that the higher level rather than the standard level will be required. The various departments will have to determine the cut-off scores for accepting credits.
- j. Courses for freshmen. Dr. Eglsaer reported that almost all core courses for the fall semester are full. He requested that the deans provide a list to the SAM Center of those courses which could have additional sections added.
- k. Assessment position. Dr. Muehsam mentioned hiring someone responsible for working with academic programs to create outcome assessment measures. With regard to the upcoming SACS accreditation visit, Dr. Payne requested that the deans check with each program to ensure that they are working on their assessment measures. If not, the programs need to get with Dr. Muehsam immediately.
- l. Sexual harassment. Dr. Payne reported that the System office had indicated that the TSUS campuses were being besieged with sexual harassment cases. He requested the deans urge their chairs to stress to their faculty members the importance of avoiding any action which might be construed as sexual harassment.
- m. HEAF-capital equipment funds. Dr. Payne distributed a HEAF-capital equipment summary and asked the deans to review the list and determine if there need to be changes in the way the funds are allocated. He asked each dean to be prepared to visit with him about the funds at their next one-on-one meetings.

Dorothy Roberson  
Recorder

**REVISED**

January 29, 2004

**TO:** Faculty

**FROM:** David E. Payne  
Vice President for Academic Affairs

**SUBJECT:** American Democracy Project

Last semester, in my meeting with each department, I introduced the American Democracy Project. It is now time to assess the degree of faculty interest in being part of this project.

For that purpose, I am scheduling a meeting on THURSDAY, February 12, 2:30 p.m., in LSC 315. If you are interested in being involved in such a project, I will appreciate your attending that meeting. If you have other commitments at that time, please notify me of your interest.

If there is sufficient faculty interest, we will continue with the project. If there is not, we won't.

DEP:dlr

February 23, 2004

**TO:** American Democracy Project Interest Group  
**FROM:** David E. Payne  
Provost and Vice President for Academic Affairs  
**SUBJECT:** Steering Committee for the American Democracy Project

Thank you all for suggesting colleagues to serve on the Steering Committee. Virtually every person at the meeting was recommended by at least one colleague and it has been a hard task in selecting the committee members. However, I have asked Dr. Joyce McCauley to serve as chair of the committee and as members of the committee:

- College of Arts and Sciences ..... Dr. Paul Loeffler  
Dr. Murray Siegel
- College of Business Administration ..... Dr. Jim Bexley  
Ms. Marilyn Butler
- College of Criminal Justice ..... Dr. Sam Souryal
- College of Education ..... Dr. Joyce McCauley  
Dr. Carol Parker
- College of Humanities and Social Sciences ..... Dr. Tamara Waggener  
Dr. Frank Fair
- Newton Gresham Library ..... Ms. Linda Meyer
- Division of Student Activities ..... Dr. John Yarabeck
- Student Representative ..... Ms. Nicole McKinley

Each of these individuals has agreed to serve. I will ask them to meet soon and then begin communicating with you.

DEP:dlr

<b>Title</b>	<b>FirstName</b>	<b>LastName</b>	<b>Title</b>	<b>Address</b>	<b>Phone</b>	<b>E-mail</b>
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