

**Academic Deans Council**  
**September 10, 2009**  
**Provost's Office**  
**Minutes**

**Present:** N. Allen, G. Blount, C. Gaulden, K. Lambert, J. Limbaugh, B. May,  
L. Mayrand, J. Miazga

**Guests:** C. Braden, S. Logan, S. Meyer

**Minutes**

1. Topic: Minutes from last meeting.  
Minutes were approved without changes  
Responsible Party: Dr. N. Allen

**Guests**

1. Topic: Fee Structure – S. Meyer.  
S. Meyer will present a request for an amended Distance Education Fee (DE fee) to the Board of Regents (BOR) in October. “Distance Education” has been an ambiguous term on campus, and the Council agreed that they approved a draft definition of Distance Education as any course that is delivered 100% online or at a remote site.  
Responsible Party: N/A, Informational
2. Topic: CUPA – S. Meyer.  
S. Meyer reported that an outside consultant will assist in reviewing salary equity based on CUPA.  
Responsible Party: N/A, Informational
3. Topic: Planning and Institutional Effectiveness Processes – S. Logan and C. Braden.  
S. Logan is assisting in the preparation for the next SACS visit and requested everyone to contact her office with questions regarding the SPS Assessment. She distributed a checklist and discussed the importance of college goals. She reminded the council that SACS will be looking for a work in progress. A website of resources will be available soon. Deadlines are important because the president has requested monthly progress reports.  
Responsible Party: N/A, Informational

**Old Business**

4. Topic: Academic Advisor Job Descriptions – J. Limbaugh  
J. Limbaugh distributed copies of the current Academic Advisor job descriptions for the deans to use as a guide in formulating a common description to be discussed at the next council meeting.  
Responsible Party: N/A, Informational

## **Round Table**

### **Nancy Allen**

- N. Allen has been meeting with the deans and representatives from their colleges about the Professional Achievement Awards (PAAs), including criteria that meet the “exemplary” standard.

### **James Limbaugh**

- Announced that all enrollment indicators are good and current enrollment is 6,383, an increase of 228 students. Hispanic student enrollment is 25.08%.
- Governor Perry signed an executive order directing the Texas Higher Education Coordinating Board (THECB) to work with Texas institutions of higher education to undertake a comprehensive review of system-wide opportunities for achieving cost efficiencies. The directive includes a review of state funding based on student course completion, restructure of the state’s financial aid programs, consolidation or elimination of low-producing academic programs, faculty workload, transfer agreements between two and four-year institutions, cost of instructional materials, and alternatives to creating new campuses through practices such as distance learning.
- J. Limbaugh and N. Allen had a positive meeting with the Faculty Senate and, among other topics, discussed the Instructional Enhancement Fee (IEF) and the Programs of Distinction.
- J. Limbaugh needs to have the “Focus Ask” list by next Tuesday (September 15, 2009) Dr. Rallo requested a list of items from each dean that a potential donor might appreciate having an opportunity to provide.

### **Brian May**

- The search for a new provost search is ongoing with airport interviews scheduled for November 5, 6, and 7, 2009. The successful applicant will be expected to begin June 1, 2010.