Present: Dr. Jaimie Hebert  Dr. Richard Eglsae Dr. Stacey Edmonson  
Dr. Michael Lacourse Dr. Phillip Lyons Dr. Mitchell Muehsam 
Dr. John Pascarella Dr. Ron Shields Dr. Kandi Tayebi 
Dr. Abbey Zink 

Guest: Karen Whitney 

Minutes 

1. Approval of Minutes for Council of Academic Deans for August 13, 2014 

2. Tenure/Promotion Portfolios – Streamline the paperwork that comes up to the Office of the Provost. Requesting the materials to be sent to the Provost office (Mrs. Karen Whitney) via email. The Office of the Provost must keep records for 5 years after decision or 2 years after the close of the open records request. Keeping the files electronically will assist in storage usage. Possible process: 1) VPAA office will provide a USB to each college for someone to scan the portfolio into one document and turn in to VPAA. FES Forms will need to be originals (hard copy). 
   i. CHSS and COE Dean will work with Mrs. Whitney to come up with a draft of recommendations on how to handle the process of submitting portfolios. 

3. SHSU Day @ Lone Star College – Upcoming dates: November 3rd @ North Harris. An action committee of the SEM committee. Lone Star has grown 7% this year with 92,000 students – this is an event to promote SHSU programs to students who are close to our campus. This idea from SEM is to have a large impact day at their campuses. What are the responsibilities for the representative from the colleges? What type of representatives should the colleges sent? Deans are encouraged to attend this first one to see what it is all about. CAD suggests doing 1 per semester at each campus (not the 3-4 per semester). 

4. Campus Security Reporting – This is steaming from the CLERY ACT. Requiring SHSU to be more in our reporting of safety on the campus. If an event occurs that should be reported to UPD – Contact them – this report is to not have it handled in house. UPD wants to be contacted on any or all matters to help facilitate security. If there is an event that can be handled in house that an employee deems appropriate that does not need UPD assistance, this form must be filled out and turned in to UPD. *If you have any concerns, questions, comments regarding the forms, send those to VPAA office and the VPAA office will forward to Chief Morris. 

5. Piper Professor – send nominations to VPPA office, will discuss at next CAD meeting and choose a nominee to send forward. 

6. Miscellaneous
i. Upcoming Deadlines:
   i. 10/6/14 Faculty Development Leave due to Chairs
   ii. 9/29/14 Outside Employment due to VPPA

ii. Upcoming Dates:
   i. 9/24/14 Next CAD Meeting
   ii. 10/1/14 AAC Meeting (2-4 LSC 320)

iii. Summer IDEA – Why are we not evaluating the teaching during the summer sessions? CAD feels summer courses should be evaluated – Provost will get with Assessment & Planning Office.

Recorder
Julie Schwab