Sam Houston State University
Council of Academic Deans
December 3, 2014 – 9:30 a.m.
Minutes

Present: Dr. Jaimie Hebert Dr. Stacey Edmonson Dr. Richard Eglsaer Dr. Michael Lacourse
        Dr. Ron Shields Dr. Mitchell Muehsam Dr. Kandi Tayebi Dr. John Pascarella
        Dr. Abbey Zink
Guest: Dr. Holly Miller Karen Whitney Jamilyn White Chris Arcos
Courtney Chastine

Minutes

1. Approval of Minutes for Council of Academic Deans for November 5, 2014

2. On-Campus Recruitment – Christopher Arcos & Courtney Chastine – Visitors Center
   - On-campus Recruitment office is available / (app: SHSU live guide book) / would like to
     suggest an EXCEL@SAM which is a preview day event for each college. Estimated
     budget $4300 (based on 160 potential students). Contact their office if a department in
     your area would be interested in doing this. Their office will take care of all the particulars
     and logistics.
   - Summer Camp office is also housed within On-Campus Recruitment – any needs within
     departments for summer camps – their office will handle all logistics.

3. IT items Strategic Planning
   - Identify and prioritize IT projects to help IT implement them. Would like to compile any
     Administrative ERP software for our division needs for the next fiscal year. There should
     not be overlapping of what is being requested for initiatives. Concern is the output of
     communication going from Academic Affairs Division to the IT division. Provost request
     CAD/AAEC to include prioritization of AA Administrative ERP software initiatives
     within the strategic planning process.

4. Terminal Degree
   - Finalize terminal degree matrix for one of the support documents in one of the SAC’s
     narrative. Will run an updated prefix report, update template and send out to CAD – turn
     around will be due mid-January.

5. Tenure/Promotion
   - Prior credit towards tenure – systems interpretation: only years in a tenure eligible position
     can be counted towards tenure. If a person has served in a tenure track position at another
     university we can count up to 3 years. If the faculty member serves in a visiting or pool
     faculty position at a prior university those years cannot count towards tenure. Research
     tenure position at prior university: Dean should take to Provost for consideration.
   - Early tenure votes – policy states exceptional cases. Only specific cases need to be
     considered – this needs to be an exception of the policy – not a common practice.
• Tolling the probationary faculty tenure clock: if a faculty member has an emergency leave etc. per system policy (4.241 - 4.243) is allowable.
• Any case can have an exception, however those exceptions should be rare.

6. Miscellaneous

• Upcoming Dates:
  i. 12/11 – AAC Curriculum Approval Meeting
  ii. 12/12 – 12/13 – Commencement
  iii. 12/15/14 – CAD Retreat Austin Hall (9:00 am – 4:00 pm)
  iv. 12/15/14 – 6:30 pm – Provost Leadership Team Holiday Dinner Peabody
  v. 12/22 – 1/2/15 – Winter Break
  vi. 1/14/15 – Next CAD Meeting
  vii. 1/15/15 – President Cabinet/CAD Retreat

Recorder
Julie Schwab