Sam Houston State University  
Council of Academic Deans  
January 14, 2015 – 9:30 a.m.  
Minutes

Present:  
- Dr. Jaimie Hebert  
- Dr. Stacey Edmonson  
- Dr. Richard Eglsaer  
- Dr. Ron Shields  
- Dr. Kandi Tayebi  
Guest:  
- Dr. Somer Franklin  
- Dr. Mary Robbins  
- Dr. Roseann Keathley

Minutes

1. Approval of Minutes for Council of Academic Deans for January 14, 2015

2. North Harris Recruitment Workshops – Matt Chastine, Undergraduate Admissions  
Update on the 1st Lonestar College SHSU Day at North Harris. Feedback: Representatives from each college / overall positive / open to all Lonestar campuses and invites were sent to surrounding high schools. Approximately reached out to 800 students. 40-60 students received advisement while there from SHSU Sam Center representatives, Go Center was also on site. Lonestar faculty/administrators appreciated/enjoyed visiting with SHSU faculty administrators. Target marketing beforehand would be more beneficial for the staff that goes down to recruit. Feedback will be given to each dean before the next event for each Dean to send the best representative. As of right now the next event will be held the 1st week in March. Details will be coming soon from Undergraduate Admissions.

3. EAB/Insight  
Customized Report Institution-Wide walkthrough. Each Dean was issued a USB with their specific data. If there are any errors or red flags on the data - contact Mary Robbins. Jan 29th meetings will be held with each college to go over the Insight. Dr. Robbins would like to know who the main contact is for communication flow from each Dean. A ‘T’ drive has been created for the Student Success Collaborative.

4. Student Complaints  
A task force has been created to evaluate formal student complaints per SACS requirements to make sure SHSU is within compliance. SACS requires the following points made: A policy is in place, evidence showing the policy is followed, and a description of how SHSU maintains records of the complaints. Long-term: an online system will be established, are in the stages of being created. A centralized process will not be in place before March 5th year report. The Task Force has narrowed down what is considered a "formal complaint". (Attachment states those considerations – this will be shared campus wide – not just Academic Affairs). Any office that receives formals complaints please continue to keep records within that office. A log is the best way to keep these records (attached is an example). REQUEST from Task Force: Description of Formal Student Complaint Procedures FORM & Log for Spring & Fall 2014 requested from each area on what the procedures are each college follows for complaints.
5. Miscellaneous

Budget request due to Provost Office by February 6th
Salary savings - staff savings will be swept up by VPFO
Faculty savings - VPFO are NOT sweep them up - however
Provost will be asking about those and see what the residual
amount is after all things are covered (Karen Whitney will be
getting with each dean)

Next version of Banner (Banner XE) - will be seamless, should be unnoticeable to users.

- Upcoming Dates:
  i. 1/15/15 – President Cabinet/CAD Retreat
  ii. 1/26/15 – FDL applicants will be notified
  iii. 2/11/15 – New Faculty Breakfast: Presentation from Executive Council
  iv. 2/11/15 – President/Provost Roundtable
  v. 2/12/15 – Next CAD meeting (Meeting on a Thursday: 9:30-11)
  vi. 2/19-2/20 – TSUS Meeting

Recorder
Julie Schwab