Minutes

Sam Houston State University
Council of Academic Deans
September 24, 2014 – 9:30 a.m.

Present:  Dr. Jaimie Hebert    Dr. Matthew Fuller    Dr. Michael Lacourse
Dr. Phillip Lyons    Dr. Mitchell Muehsam    Dr. John Pascarella
Dr. Ron Shields    Dr. Mary Robbins    Dr. Abbey Zink

Guest:  Bill Angrove    Christopher Wilson

Minutes

1. Approval of Minutes for Council of Academic Deans for September 10, 2014

2. Proctoring Online Exams – SH Online would like to have one person from each college try the exam-proctoring tool. The pilot program will roll out Fall 2014. If all goes well SH Online will get site license. Tool does integrate with blackboard. $2.50 per exam – cost effective. 100% in house, no offshore proctors or tech support. Software has many anomalies a professor can use. Students will log in with their SAM ID (if a student does not have a Sam ID photo – official driver’s license will suffice). Faculty member will receive reports if any anomalies are detected. Expected implementation – Spring 2015. Integrated with LMS, easy to use, works on Mac & PC. This is a tool – not a requirement. Contact SH Online if a faculty member would like to participate in pilot program.

3. Interdisciplinary Gerontology Minor – jobs available are in the workforce. Received input/feedback from curriculum (Tayebi), College of Health Science Dean. 18 hour minor, but can be 21 hours depending on classes taken within plan. CAD approved.

4. Piper Professor – Under current Piper Professor Guidelines, our institution can nominate one applicant. Four nominations were discussed and an in-depth discussion about each nominee was held. After serious consideration for each candidate, council agreed on Joyce McCauley for this year’s nomination. College of Education will contact Dr. McCauley and start the application process.

5. Self-Plagiarism – Came up in a previous semester within a college with a student – there is no current policy. Suggested adding statement to syllabus about papers/assignments must be new to specific course. Provost suggested using the statement for now in syllabus to see if it corrects the issue. If the issue still arises CAD will discuss further.

6. Miscellaneous
   i. CAD Retreat – date: TBD topics: budget process / position allocation goals / strategic-curriculum planning/
   ii. Upcoming Dates:
i. 10/1/14 AAC Meeting (2-4 LSC 320)
ii. 10/8/14 Next CAD Meeting
iii. 10/11/14 Homecoming
iv. 10/13/14 FDL: Chairs send packets of applicants to Dean

iii. Policy on Visiting Professor – how long is it in general that they should serve in this capacity: within college Dean should set perimeters for this type of position.

iv. Bring Faculty Retirement & Emeritus Status to a future meeting

Recorder
Julie Schwab