Sam Houston State University  
Council of Academic Deans  
Wednesday, October 9, 2013 – 9:30a.m.

Present:  Dr. Jaimie Hebert  Dr. Richard Eglsaer  Dr. Jerry Bruce  Dr. Kandi Tayebi
          Dr. Vince Webb  Dr. John Pascarella  Dr. Mitchell Muehsam
          Dr. Ron Shields  Dr. Gene Young

Guest:  Dr. Tami Cook  Ms. Karen Whitney  Dr. Somer Franklin  Ms. Jamilyn White

Minutes

1. Approval of Minutes for Council of Academic Deans for September 25, 2013

2. EURECA Undergraduate Research Competition last summer (2012) had 40+ applicants (with only 4 day announcement). The committee was able to fund 2 teams. The committee would like to establish a center for these undergraduate research competitions. Initial goals – Fund 3 research teams summer 2014 (Vice Provost Office and the Office of Research and Special Programs has agreed to help with this funding), and develop a comprehensive 5 year action plan. Dr. Tami Cook would like to attend chairs meeting to discuss the center and learn more about what type of research is currently going on in the departments.

3. FES Policy – Proposed adding Program/Curriculum assessment to the Service Component. CAD agreed to include the statement in the policy. Revision has been sent to Vice Provost office for update.

4. Tenure & Promotion Record Retention – According to federal regulation we must keep tenure/promotion materials at a minimum of 2 years after decision is made or if there is a grievance then the files must be keep until the grievance is settled. These files may be kept electronically. Provost office would like input on where to house these documents. Department or Dean level? Office of the Provost will create a check list of items to keep along with a memo explaining the regulations on retention with the feedback from the CAD discussion.

5. Faculty Hiring – The Office of the Provost will develop a process with input from CAD to streamline faculty hiring. Discussed the possibility of the Dean contacting the Provost office prior to any paperwork being filled out by the potential employee to seek certification of approval. The Provost and office staff liked the idea of preapproval before the hire packet is sent through to streamline communication at the beginning of the process. Office of the Provost will bring plan back to CAD for approval.

6. Council of Chairs – Allow chairs to meet as a council for an open forum to discuss matters to bring to Dean’s or CAD. Council would not be apart of the approval process, but would be a formal council. After the initial meeting the council will elect a chair that will be responsible for calling meetings and communicating with the Office of the Provost. Send recommendations to Provost for the initial chair to call the first meeting.
7. Program Enrollment Potential – Enrollment Management Marketing team within the undergraduate marketing process would like to concentrate on departments with enrollment capacity issues. This marketing is in addition to the current recruiting efforts that are being made. If there is growth potential in your area(s) identify them and send to Provost Office for collection. *It may be the same areas that are currently being marketed through enrollment management.

8. Faculty Emeritus – table to next CAD

9. Outside Employment – Possible modifications to current policy. The main concern for modifying the policy is teaching at another institution not the consulting work. Possible modifications may include tenure or tenure track faculty that are receiving release load will not be approved outside employment or focus primarily on the conflict of interest clause. Provost will look at the deadlines of the form – CAD suggest they should not be approving/disapproving a form for outside employment that is already in effect. Provost will look more into this policy and will bring back to CAD.

10. Development Leave Policy – Faculty Senate requested revisions on the Faculty Development Leave Policy.
   i. Main concern: When the Deans office has additional funds to support a leave that is not approved by the committee. If they Deans office supports the leave for the release time the leave should be listed something other than “developmental leave”. The Vice Provost will discuss this further with Faculty Senate chair to clarify their intent of this change and wording.

11. Miscellaneous

   i. Signature authority – Memorandum of Understanding must have Provost Signature. There are exceptions, bring those to the Provost office for clarification on signature authority. All MOU, contracts, and agreements should be sent to SHSU Legal Council on campus: Rhonda Beassie: 936-294-2424 or rbeassie@shsu.edu

   ii. Policy Revision process is being reviewed by the Provost. The communication plan will be brought to CAD at a later date.

Recorder
Julie Schwab