Deans Council
January 5, 2010, 9:00 am

**Present:**
Dr. Lemanski
Dr. McBroom
Dr. Evans
Dr. Langford
Dr. Mangus
Dr. Sampson (substitute for Dr. Headley)
Greta Spradling

**Guest:**
Dr. McElhany
Dr. Larkin

**Agenda Items:**

1. **Syllabus Template (for Distance Learning) – Dr. Larkin** (Handout)
   - Approved – All classes will have a web presence (syllabus & faculty vita) by Fall 2010. Web presence will be attempted for Summer I. Summer II is a chance to make improvements. Mandated to be in place Fall 2010.

2. (a.) **CIP Code Revisions – Dr. McBroom** (Handout)
   - Changes to current program hours are due to Dr. McBroom by February 1. Make a note of programs no longer offered.
   - (b.) **Class Utilization Report - Dr. McBroom** (Handout)
   - This is information to keep consider in every department. State reviews utilization reports before approving new construction.

3. **Retreat Follow-up – Dr. McBroom** (Handout)
   - A Nursing Program will be added to Art & Sciences
   - There will be organizational changes within Academic Affairs

4. **Earmark Requests – Dr. Sampson** (Handout)
   - DC trip is scheduled for February 9-11. Deans are to provide names of who will be attending (to Spradling) Monday. Meetings will be 20 minutes with 5 minute PowerPoints presentations. Dr. Jones is making travel arrangements.

5. **Streaming Video Collections – Dr. Lemanski** (Handout)
   - Dr. Lemanski provided a pamphlet on Streaming Video. Spradling will research costs and request sample videos.

6. **Doctoral Dissertation Workload Policy – Dr. Sampson** (Handouts)
   - Tabled – Dr. Sampson will work through document

7. **Open Forum**
- Administrative Training for Department Heads
- Pizza meeting for Faculty (Jan/Feb)
- Winter Mini – made money but went over budget by $62,000

**Action Items:**

Monday, January 11 trip, depart BA at 11:00 am

CIP Code Revisions due to Dr. McBroom by February 1

DC trip, second week of February, Deans provide names to Spradling for Lemanski

Web Presence for all courses (trial run) Summer I 2010

Web Presence for all courses (mandated) Fall 2010

1% allocations are due to Cynthia Rhodes, Friday, January 8.

**Suggestions:**

Invite THECB to Doctoral Luncheon on Campus

**Next Meeting:** January 11, discussion during road trip.