

## **Academic Deans Council Minutes**

March 29, 2012, 3:00 – 5:00 p.m.

**Present:** Larry Lemanski, Sandy Weeks, Roseann Hogan, Kenneth Clinton, Charlotte Larkin (for Hal Langford), Chip Fox (for Grady Blount), Mary Beth Sampson (for Allan Headley), Sal Attardo, Brent Mangus, and Greta Spradling.

1. Academic Items – Dr. Larry Lemanski
  - a. Each college dean presented their nominations for the Research and Creativity Award.  
The 2012 awardees are:
    - College of Business & Entrepreneurship: Mildred Golden Pryor, Asli Ogunc, Stephanie Payne-Hayden
    - College of Education & Human Services: Gilbert Naizer, Susan Szabo, Stephen Reysen
    - College of Humanities, Social Sciences, & Arts: Barbara Frey, Melinda Schlager, and Luis Sanchez
    - College of Science, Engineering, & Agriculture: Jim Heitholt and Jose Lopez
    - The outstanding researcher for 2012 is Stephen Reysen.
  - b. For future Tenure and Promotion document reviews, Angie Hill will distribute flash drives with each faculty member's information packet. This is an efficiency method for sharing the information without printing reams of paper.
2. Cynthia Rhodes reported on contracts for fiscal year 2013. Contracts will be issued out of the college deans' offices and director's. Each contract is to identify the base salary, the stipend amount, and other payments separated out from base salary. Mrs. Rhodes is meeting with each budget officer to discuss the process and format.
3. Dr. Sandy Weeks provided the curriculum review for the college deans. The curriculum review has been reviewed by the college, graduate school, faculty senate, and review committee. The deans voted and approved the curriculum changes for each college. Dr. Weeks will approve the changes in the computer system as discussed. The new program for Health Promotion will be placed on hold until the next opportunity for a program change.

4. The deans reviewed procedure 01.03.99.R0.05, Salary Upon Return to Full-Time Teaching. The department head contract should state the nine-month salary plus the summer salary. When a department head steps down from the position, the nine-month salary should remain while the summer pay is removed.

PostDoc employees are earning vacation time. The grant budget should include the vacation pay. When a PostDoc does not take vacation, grant money should be set aside for the vacation payout. Currently, vacation payout it is coming from the university.

Dr. Sandy Weeks has requested the proposed salary budgets projected for 12-month department head salaries. This is due April 6.

#### 5. Procedures for Approval

- a. Procedure, 13.99.99.R0.10, Academic Honesty was presented by Dr. Allan Headley. It had been discussed at a prior deans council meeting on February 21, 2012. The Graduate Students procedure has been streamlined and appeal transferred to Academic Affairs. Academic Colleges would be part of appeal process. Keep process the same for Undergrad and Grad students. The deans did not request this procedure changed. An independent 3<sup>rd</sup> party could handle the appeal process.

**Action Item: Deans want a parallel process for Grad and Undergrad students to go to Graduate Studies to select a 3<sup>rd</sup> party to review appeal. Independent body makes final decision.**

- b. Procedure, 11.04.99.R0.31, Graduate Certificates was presented by Dr. Headley. It was returned to council from the January 20, meeting. It was requested that the procedure include substantive change procedure to document.
- c. Dr. Weeks presented procedure, 03.02.99.R2.03, Substantive Changes. The new procedure is due to SACS on April 16.

#### 6. Dates –

- a. April 9, 11:30-1:30, Awards Ceremony
  - b. April 11, 3:00-5:00, Deans & Development Officer Meeting
7. Open Forum
- Dr. Rock Clinton corrected a statement made in the East Texan. Konkuk students are paying fees to have transportation from airport and bus trips into city on weekends. The weekend trips are for all International students.
  - Technical Writing is being offered online in Dr. Sal Attardo's area for undergraduate students.
  - Lone Star College (2-year college) is looking for online courses for students to complete 4-year college degree. Dr. Mangus will follow-up on this request.
  - The Grad Expo was successful again this year. There were over 200 perspective students attend.
  - The Multicultural Festival is this Friday. Encourage deans to attend.
  - There is a concern on campus regarding the number of people traveling internationally. Travelers should report on the accomplishments of the trip and how it benefits the university.
  - Who is paying the visiting faculty international status in the amount of \$2700?

Next Meeting: Tuesday, April 3, 9:00-11:00 a.m.