



**Sam Houston State University**  
**Council of Academic Deans**  
**July 18, 2018 – 9:00 a.m.**

Present:	Richard Eglsaer	<b>Somer Franklin</b>	Ken Hendrickson	Charles Henley
	Phillip Lyons (Skype)	Chris Maynard	Mitchell Muehsam	Mary Robbins
	Rod Runyan	Ron Shields	Abbey Zink	
Guests:	Brian Cooper	Debbie Price	Jeff Roberts	Jamilyn White

1. Approval of Minutes for Council of Academic Deans for June 20, 2018  
Approved - Mitchell Seconded - Mary
2. Core Objective Date – S. Franklin & J. Roberts  
The first selection of data collected is a conversation starter only. The charge of the core curriculum assessment committee is to ensure the coverage of the THECB core learning objectives. More than often, the coverage is being met - however it is not documented. Going forward more data will be collected and reviewed. The committee would like to get with each college to help with the syllabus structure to make sure the coverage is being captured correctly.
3. Criteria for Executive Reports – Eglsaer  
Executive summaries has changed in the cabinet structure. Provost will send a list of criteria to send to his office each month.
4. Communication w/ Prospective Students – Muehsam  
Changes have occurred with who communicates with prospective students when they contact SHSU through the website. In the past all communication went to EM to filter (if program specific went to College / General specific handled by EM). Now all communication will go to program level to filter out. Colleges need more information on how to filter the information to the correct general specific (ie: veteran resources, financial aid etc). Provost will discuss with EM VP.
5. Policy Review
  - 030603 Enrollment & Facilities Use  
Motion: Lyons Seconded: Shields Approved
  - 980204 Performance Evaluation of Tenured Faculty – **Tabled** \*does not include document Hendrickson & Muehsam document - Mary Robbins will update and resend  
**Will table to next meeting - bring comments**
  - 820317 The Faculty Evaluation System (Option A)
  - 820317 The Faculty Evaluation System (Option B)
  - 820317 The Faculty Evaluation System (Option C)
6. Miscellaneous
  - Upcoming Dates:
    - Next CAD Meeting: 8/1/2018

Julie Schwab  
Recorder



**Sam Houston State University**  
**Council of Academic Deans**  
**June 20, 2018 – 9:00 a.m.**

Present: Mary Robbins Chris Maynard **Somer Franklin** Ken Hendrickson  
Mitchell Muehsam Phillip Lyons (Skype) John Pascarella

Guests: Roseanne Keathley Debbi Price Glen Sanford Wayne Barrett  
Karen Whitney Jamilyn White

1. Approval of Minutes for Council of Academic Deans for June 6, 2018
2. Policy Review
  - 850822 – Guidelines for Awarding Competitive Academic Scholarships
    - Motion: Muehsam Seconded: Pascarella - Approved
  - 800722 – Merit Advances in Salary
    - Motion: Lyons Seconded: Muehsam - Approved
  - 810806 – Student Educational Records
    - Motion: Hendrickson Seconded: Muehsam - Approved
  - 830823 – Reproducing of Hard Copy Student Academic Records from the Computer
    - Motion: Hendrickson Seconded: Sanford – Approved
    - Content included in 810806 (Student Educational Records – *Recommend rescinding*
      - Motion: Hendrickson Seconded: Sanford - Approved
  - 940202 – Payments to University Employees for Services – *Recommend rescinding*
    - Motion: Hendrickson Seconded: Sanford – Approved
  - 800114 – Academic Instructional Staffing
    - Motion: Pascarella Seconded: Muehsam – Approved
3. Miscellaneous
  - Upcoming Dates:
    - Next CAD: July 19<sup>th</sup> (*only be 1 CAD meeting in July*)

Julie Schwab  
Recorder



**Sam Houston State University**  
**Council of Academic Deans**  
**January 31, 2018 – 9:30 a.m.**

Present: Richard Eglsaer   **Somer Franklin**   Ken Hendrickson   Charles Henley  
Phillip Lyons   Mitchell Muehsam   John Pascarella   Mary Robbins  
Ron Shields   Abbey Zink   Ron Shields

Guests: Chris Maynard   Debbi Price

1. Approval of Minutes for Council of Academic Deans for December 6, 2017 - Approved
2. Collegiality – Eglsaer  
REDACTED. Discussion.
3. Policy Review:
  - 811006 – Students with Disabilities - Approved
  - 830824 – Posthumous Recognition of Students - Approved (Eglsaer will speak to President about what office the memo should come from)
  - 800925 – Faculty Retirement and Emeritus Status - Approved
  - 871214 – English Language Proficiency for Instructional Personnel - Approved
  - 800301 – Faculty Leave Policy - Approved
  - 830401 – Insurance Fringe Benefits - Approved
  - 100428 – Prerequisite Policy - Approved
  - 860110 – Shortened Format Courses - Approved
  - 081212 – Substantive Change Notification - Approved
  - 930226 – Required Developmental Education - Approved
  - 801215 – Second Masters Degrees - Approved
4. Miscellaneous
  - Upcoming Dates:
    - Next CAD Meeting: 2/7
    - TSUS Meeting – Lamar: 2/15-16

Julie Schwab  
Recorder