



**Sam Houston State University  
Council of Academic Deans  
September 6, 2017 – 9:30 a.m.**

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

Guests: Karyl Horn   Dave Hammonds   Heather Thielemann   Chris Maynard

1. Approval of Minutes for Council of Academic Deans for July 12, 2017  
Approved

2. Harvey HR & Payroll Q&A – Hammonds, Horn, Eglsaer  
Student assistants are not entitled to EMR. Exempt employees will fill out a paper form (located on the payroll website) to fill out the days that you worked (either home or in office). Non-Exempt staff that worked per approval by supervisor will get EMR plus Equivalent Comp or Paid - (determined by supervisor). Payroll will draft an email that the Deans can use to send to chairs for further clarification. If you have employees that cannot come in due to flooding, cleaning up etc - please contact HR to discuss options.

3. Harvey Discussions: Student: Eglsaer & Thielemann  
As of this morning Up to 242 sessions of the 7b option - 268 students as of now opting in. Today is the last day for faculty to opt-in. Students have until the 12th class day to opt-in. Census date has been moved to September 15<sup>th</sup>. Assessment purposes for those sections that are small may not be evaluated by IDEA - October CAD meeting will discuss the assessment for those small sections. Resignations: total from Aug 26<sup>th</sup> to Sept 5<sup>th</sup> is 65 students. EM will be contacting those students to see if there a way for us to help them. Extended 100% refund to this Friday / after Friday the refund schedule has been adjusted to the new academic calendar. Late fees will be waived on the installment fee and dates will be adjusted.

4. Graphic Design Minor – Shields & Franklin  
Prerequisite - students do not have to have the WASH program. Zink moved approve, Muehsam second - Approved per CAD

5. Miscellaneous

- a. DACA - can extend their application, but must fill out paperwork by October 5th:  
<https://www.uscis.gov/humanitarian/consideration-deferred-action-childhood-arrivals-daca>
- b. Move Classes: Faculty cannot move classes without going through Chair and Dean's office for approval.
- c. Academic Grievance Procedures for Students: Hendrickson & Zink will work on some procedures and bring back to CAD for the next meeting
- d. Associate VP for Research & Sponsored Programs Interviews : Sept 18, 19, 20

- e. COFAMC:
  - a. Free admission to all GPAC events from now until October 14th
  - b. Erica Starr Theatre Building is closed until further notice
- f. COHS Dean Search Committee will meet next week to set airport interviews (end of Sept) - hoping to bring candidates on campus in October.
- g. Assessment & Planning
  - a. Delta is requesting wording on technology questions on IDEA - will be sending email
  - b. Catalog revisions will have a mid due date to Dean level approval to give more time for review - official communication email will go out and also be on website
- h. Upcoming Dates:
  - President's General Faculty & Staff Meeting: 9/7/17 / GPAC
  - New Faculty Breakfast: 9/12/17
  - Next CAD Meeting – 9/20/17

*\*few items then rest of time Policy Review*

Recorder  
Julie Schwab