



**Sam Houston State University
Council of Academic Deans
November 15, 2017 – 9:30 a.m.**

Present: Ken Hendrickson Charles Henley Rhonda Callaway Mitchell Muehsam
 John Pascarella Mary Robbins Phillip Lyons Abbey Zink
 *Stacey Edmonson Called in Somer Franklin

Guests: Scot Mertz Chris Maynard Brian Miller Carlos Hernandez
 Edgar Smith Karen Whitney Sandra Stewart Dana McAdams

1. Approval of Minutes for Council of Academic Deans for November 8, 2017

2. Course of Study – Scot Mertz

Beginning '18/'19 Federal Aid will only pay for courses that count towards the students degree. EM will be holding Q&A & training for all advisors. UNIV 1301 or Honors will need to be counted in 15th hour of a course taken not the 12th hour IF this is not in their degree plan. Minors need to be declared to be covered for FA. Repeating a course will continue the same way as it does now (FA will not cover repeat courses). Spring registration data will be used as a test - programs will be ran to see where there is concerns. Scot would like to come to a meeting with the Deans leadership teams (Assoc Deans, Chairs) to go over this topic.

3. New Budget Process – Carlos Hernandez & Edgar Smith

All current budget forms will continue to be used along with a new spreadsheet. Anything entered on the department tabs will automatically update the main college tab { 1st tab }. If you make changes to the spreadsheet, you must include in the variance tab with the reference number. Example: add a faculty line - must update FTE and add to the Faculty Salary line (you will include if you are requesting more travel money etc for this faculty line), then add the justification to the variance tab. VP Hernandez clarified projected estimates should only include position or items that have been committed. EX) A new doctoral program coming in a specific year and the cost that will come along with the new program.

4. Continued Policy Review (if time permits)

- 900417 – Faculty Reappointment, Tenure, & Promotion - move to Dec 6th meeting (sending 3 versions out)
- 810213 – Procedures in Cases of Academic Dishonesty - move to Dec 6th meeting
- 900823 – Academic Grievance Procedure for Students - move to Dec 6th meeting
- 030723 – Grades in Remedial Courses - requesting to resend Approved

5. Miscellaneous

- Upcoming Dates:
 - TSUS Meeting – SHSU Campus: Nov 16-17
 - Thanksgiving Break – Faculty & Students: 11/22-11-24 Staff: 11/23-11/24
 - Next CAD: 12/6
 - CAD Fall Retreat: 12/14 9:00 am – 4:00 pm (Austin Hall)

- Provost Leadership Holiday Dinner: 12/14 6:30 pm (Peabody) – cancelled

Julie Schwab
Recorder