1. **Math/Science Placement**

   Dr. Duben stated math and science placement information will be communicated to incoming students via email when they are admitted, this is the most efficient and economical way.

2. **Fee Structures for students in field camps**

   Dr. Duben asked if students who are stationed at remote sites such as Geology and Biology students could be exempt from recreation fees, (the same way fully on-line students are). Dr. Berry will discuss this with Danny Gallant.

3. **Assessment**

   Dr. Brunson reminded everyone that SACS assessment is ongoing and occurring across campus. The following information is needed by 2/20/09:

   - Assessment - All course matrices
   - Program learning outcomes (PLO) - person responsible for collecting data, there should be one person coordinating all outcomes for a group.
   - Institutional Effectiveness report – who is responsible
   - Academic Support – who is responsible

   Dr. Brunson distributed a copy of the assessment calendar, this will also be sent electronically and added to the Academic Affairs calendar. Training dates for TracDat are 3/24/09 and 3/25/09 and for administrative assessment training 5/19/09 and 5/20/09.

4. **Curriculum**

   Dr. Brunson reminded the deans that all changes to curriculum must go through curriculum committee, this includes certificates and the way a course is delivered.

   Dr. Brunson distributed a timeline, this is also available on the Academic Affairs web page.

   The curriculum committee pulled all changes requiring SACS approval and dealt with those first.
Dr. Brunson reminded the deans of the deadlines for core curriculum assessment, we are still waiting for data from last spring.

Dr. Brunson asked for the goals tied to the strategic plan from colleges by the end of February.

5. **Recruitment and Retention – Strategic Plan**

Dr. Berry advised that the recruitment/retention item in the Strategic Plan should be completed by the end of summer 2009, so it can be launched next year.

6. **Photo Roster**

A suggestion was made to have photo class rosters as used at UT Dallas. There was some concern this would violate privacy guidelines.

7. **Service Learning**

Dr. Peck talked to the deans about service learning, the Strategic Plan states we should expand this into the colleges. He explained that Student Affairs wants to mirror what is learnt in the classroom. Information is available on the Student Life website.

It was suggested that this be introduced to the SFA101 classes, it is already linked with the teaching excellence center.

Dr. Peck would like to form a Service Learning Advisory Board and asked the deans to nominate faculty in each college, interested in this area.

8. **Jack Kent Cooke Foundation**

Carolyn Witsett, a graduate student majoring in History and John Pascall, a music student will be nominated for this scholarship.

9. **Class Rosters**

Dr. Berry announced that Rich Barnhart is willing to provide class rosters in spreadsheet format for faculty, if they are interested they should contact Rich Barnhart directly.

10. **German**

Dr. Murphy requested that GER 131 and 132 be added to the Core, this was approved by all deans. Sherry Wells will be advised.

11. **Modern and Classical Language for BA Degree**

Dr. Murphy would like to add a language to all BA/BM degrees in the College of Liberal and Applied Arts, Theatre/Art are the only other degrees affected by
12. Completion of Graduation Requirements  
Brian Murphy

Dr. Murphy asked if a date could be set for students to submit transcripts to prevent them from walking without completing the necessary paperwork. Dr. Berry will discuss this with Monique Cossich/Sherry Wells and establish a cut-off date. This will not include classes being taken their last semester.

13. Loans to incoming faculty  
Brian Murphy

Dr. Murphy conducted a survey on all new faculty to establish what we could do better, one recurring item was to make loans available, particularly for first year faculty. An interest free loan to help them through the transitional period was suggested, perhaps through the foundation. Dr. Berry stated that although this was a good idea we do not currently have the funds available, he was unsure if the foundation could assist.

14. May-mester  
Mary Nelle Brunson

Dr. Brunson announced that a deadline will be set before classes begin for May-mester, if they do not make it, they will be dropped.

15. Any Other Business

Dr. Berry & Dr. Pattullo testified in front of the senate finance committee in Austin on 2/9/09, they were complimentary of our scholarships, particularly the academic excellence scholarship.

Dr. Berry is working on replacements for Graduate Dean and Director of International Program, in the short term, Dr. Murphy will oversee the International program.

Dr. Berry will begin organizing the Core Curriculum Advisory Committee and asked that each dean hold an election to nominate one person who will be responsible for examining course proposed for the core, recommendations will then be sent to Deans’ Council for final approval.

16. Date of Next Meeting

Wednesday, March 11, 2009 – 9:00 a.m.