

Academic Affairs Council  
October 27, 2010

1. Pre-Requisites

Mary Nelle Brunson

Changes to pre-requisites must go through the Curriculum Committee, the form is available on the Academic Affairs webpage.

Pre-requisite changes that are approved but not yet published are difficult to enforce. It was agreed that students can adhere to pre-requisites published in the catalog, under which they were admitted.

2. Second Major

Banner is unable to recognize second majors, and therefore they must be done by hand – they cannot be automated. The deans were asked to pass this information on to their administrative assistants.

3. Process for Approval of Policies

Dr. Berry confirmed the process for approval of university policies:

- A list of policies is generated by Judy Buckingham on a three year cycle, and others are reviewed as needed.
- They go to the Policy Committee, receive suggestions and make changes. The committee chair will call on resources from General Counsel and faculty/ staff.
- Policy Committee approves changes and bring to Academic Affairs Council for approval.
- Policies are then sent to Judy Buckingham to place online for comment by faculty/staff and for approval by Dr. Pattillo and submission to the Board.

It was felt that reviewing policies on a three year cycle was too often. Dr. Berry will ask if the Board would be willing to change this.

Dr. Berry will ask Jason Johnstone about indexing the policies and making them easier to find on our website.

4. The Cost Reduction Task Force have met twice, they have been given two charges; first to look at a way of cutting \$1 million from spring and summer of this biennium. Second, to look long term into the next biennium and be prepared to make more cuts if necessary.

Dr. Berry distributed a copy of an article from the Dallas Morning News about expectations for next biennium

Dr. Berry will be sending memos to all the deans asking for their plan to save the equivalent of 20% of last year's summer budgeted amount. Changes can be made for spring or

summer, by cutting adjuncts, overloads and O&M, as well as other ways.

We do not have many options other than salaries. About 90% of Academic Affairs budget is faculty salaries and benefits.

This information will need to be returned from the Provost by November 10<sup>th</sup>.

Dr. Berry stated the committee are doing a good job and embracing the challenge. We need to look at ways to serve the needs of the students and support enrollment.

Dr. Berry also gave the deans a list of different compensation models for summer from other institutions.

5. The deans were encouraged to advise chairs they should be really hard on performance evaluations. It seems that every year we have faculty/staff who are denied tenure etc., but have always received good evaluations.
6. Date of Next Meeting  
Deans' Council – November 3, 2010.