

**Academic Affairs Council**  
**October 29, 2008**

Richard Berry  
Violet Rogers  
Brian Murphy  
Scott Beasley  
Monique Cossich  
Mike O'Rear  
Dan Norton  
Shirley Dickerson

Mary Nelle Brunson  
John Jacobson  
Buddy Himes  
Tony Duben  
Paul Davis  
Randy McDonald  
Carrie Brown

**1. Freshman Orientation**

Dr. Peck made changes to orientation plans following recommendations from the deans. There will now be two academic sessions, a library session was also added. There will be three orientation leaders highlighting the honors program and one academic success session. A letter will be sent to all students registered for orientation, inviting them to arrive early to visit with financial aid.

**2. Showcase Saturday**

November 15, 2008 is Showcase Saturday, please contact Kim Lower for any further information or questions.

**3. Pre-requisites (with change to Banner/Axxcess)**

Following discussions at the last deans council, one option to resolve this issue when we go live is to turn off pre-requisite checking for the first semester of 2010, the problem will be incoming freshmen, there will be no history available for them.

If pre-requisite checking is left on there must be someone available at all times in academic departments to advise and remove holds – Dr. Berry suggested this would be the best option.

A decision must be made by Spring 2009.

**4. Course numbering (with change to Banner/Axxcess)**

Following discussions at the last meeting the issue of course numbering for Banner was discussed further. Dr. Berry stated that in some colleges this would be an enormous undertaking and he would like to find a different option than common course numbering, the auditor also requires us to stop section number repetition for certain courses. Randy McDonald said this would create a major problem with on-line courses.

It was agreed that a committee would be formed to discuss different options and report back by the end of summer 2009.

**5. Access Project Update**

Sandy Turner and Melissa Colby gave an update on the Access project. The website was launched in October, areas of interest can be found there and will be updated regularly. The web address is: <http://www.sfasu.edu/access>

**6. Substantive Changes/SACS**

We are awaiting approval of four programs one for Rusk and three for the College of Education (off-campus).

Dr. Brunson has been asked about programs to be offered in the spring that have not yet received approval from SACS; these must be marked as tentative, awaiting approval.

PLOs are needed for other areas on campus such as the library, goals are needed.

Dr. Brunson advised that the college goals/missions need to be revisited by the deans. A course matrix was sent to them which needs to include all courses in the major, which PLO's were developed for.

Course proposals/modifications – forms have been changed and are available on the Academic Affairs web page. If a program is only being modified a memo should be submitted to the curriculum committee – the forms do not need to be completed.

Dr. Brunson stated that justification on course fee proposals are weak, more information is required. A large number of course fee request forms do not have itemized fee listed, if we are charging a course fee we have to explain what class it is for and explain the reason for the fee in detail. Fees collected in a course should be spent in that course, we cannot accumulate course fees and not spend them.

The institutional effectiveness report will be replaced by TracDat.

**7. Budget Items**

Dr. Pattillo has been in Austin discussing budget, one of the highest items on the list was what we charge students, the outlook is not good, because of the current economy we do not have surplus money.

We are looking at reducing travel expenditure and propose the following items:

- reduce mileage reimbursement to 50c per mile
- require letter of justification for all international travel
- encourage car pooling
- no per diem on non overnight travel
- encourage electronic meetings
- schedule conferences on campus

8. **Any Other Business**

Dr. Berry reported that his trip to Nanjing Forestry College in China was successful and there could be opportunities for SFA.

Dr. Rogers reported from the Athletics Council that we have just hired a Bowling Coach. We are recruiting golfers for next spring, and softball is moving to the back lot of the baseball field.

9. **Date of Next Meeting**

Wednesday, November 19, 2008 at 9:00 a.m. – Academic Affairs Council