

**Council of Academic Deans  
December 14, 2007**

The Council of Academic Deans met at 9:30 on Friday, December 14, 2007, in Wyly Tower 1647. Present: Rea, Dausat, Ford, Liberatos, Lumpkin, McConathy, Napper, Wicker, and Willoughby (for Jacobs).

CAD's minutes of October 22, 2007, were approved on Dausat/Wicker motion.

Instructional Policies Committee actions of November 8 and December 4 were approved on Dausat/Lumpkin motion.

Graduate Council actions of October 11 and October 29 were presented by Dr. McConathy. She noted that the actions included the establishment of a grade of PI (permanent incomplete) that will be used to "record" grades for students who will not complete "Thesis/Dissertations" for degree credit. The October 11 and October 29 actions were approved on McConathy/Liberatos motion.

Dean Dausat presented for approval the special topics courses as submitted by Department of Curriculum and Instruction for review and approval. Dean Dausat noted that she would submit to Academic Affairs a revised syllabus for EDLE 494C Expanding Teacher Technology that will meet the "rigor" criteria for graduate credit. Courses were approved on a Dausat/Willoughby motion.

There was general discussion regarding SACS requirements, including program specific learning outcomes. Dr. Rea noted that Dr. Brian Etheridge has accepted appointment as Chair of the General Education Committee. Dean Dausat commented that she had e-mailed to each college dean the PRAXIS results report and she asked that each review the report carefully and work with Dr. Gullatt and the College of Education to address content issues.

Dr. Rea expressed appreciation to Dean Dausat and Dean Wicker for their many contributions to the University. The Council of Academic Deans presented Dean Dausat and Dean Wicker each with a retirement gift. Both are retiring at the end of this year.

Meeting adjourned at 11:00 a.m.

**Council of Academic Deans  
October 22, 2007**

The Council of Academic Deans met at 9:00 on Monday, October 22, 2007 in Wylie Tower 1647. Present: Rea, Dausat, Ford, Liberatos, Lumpkin, McConathy, Ramachandran (for Napper), Wicker, and Willoughby (for Jacobs).

Dr. Rea opened the meeting by introducing staff from Human Resources—Sheila Trammel (Director) and Carrie Casso and Janet Cooper—and Dan Erickson, International Student Office (Director). Mr. Erickson shared information with the Council regarding the hiring and continuing employment and reporting processes for foreign faculty and the assistance that his office provides during the process. He notified the deans of a new law requiring the employer to pay for any legal fees associated with preparing the Labor Certification portion of the Permanent Residency application. Dr. Rea and the deans recognized Dan and his staff for the service they provide to prospective and employed faculty and staff and students. Dan was asked to prepare some type checklist for Human Resources and academic units to use in the hiring process for foreign faculty. Dr. Rea noted that will visit with the other vice presidents to form a committee to review and make recommendations regarding these hiring and employment issues. It was also noted that the required fees could become an agenda item for the ULS Academic Vice Presidents' Council.

The Council of Academic Deans minutes of September 24 were approved on a Dausat/McConathy motion.

Instructional Policies Committee minutes of October 9 were approved on a Wicker/Lumpkin motion.

Graduate Council minutes of September 13 (including Poll Votes of 6/4, 8/24, and 9/4) were approved on a McConathy/Wicker motion.

The request to offer a special topics courses: ANS 489A (winter) and 489B (spring): Linkages: People and Land in Developing Latin American Countries was approved on a Liberatos/Dausat motion. This is the second offering of these special topics courses.

Dr. Rea reviewed the *USA Today* Scholars Nomination process. It is an online process this year. Each dean was encouraged to select one or two outstanding students to participate in the screening process.

Dr. Rea asked the Council consider a suggestion that the printing of the “racing form” be discontinued at the end of the current purchasing contract. After discussion, the Council voted to continue the printing of the “racing form” with the reduction of quantity as determined by Mr. Bob Vento, Registrar ( Dausat/Lumpkin motion).

Dr. Rea shared his plans to use the faculty international development awards for this year to provide university funding for faculty to visit potential study abroad sites to determine the feasibility of establishing study abroad programs. The proposal would require matching travel funds from the grant funds and the department/college. The deans were supportive of this proposal. The Council discussed other incentives to encourage student and faculty travel abroad.

Dr. Liberatos shared plans for the Geographic Information faculty (forestry and geography) to offer faculty development workshops to encourage other university faculty and students to utilize the powerful GIS software that is available to them.

Meeting was adjourned.

**Council of Academic Deans  
September 24, 2007**

The Council of Academic Deans met at 9:00 on Monday, September 24, 2007 in Wylie Tower 1647. Present: Rea, Campbell (for Liberatos), Dausat, Ford, Jacobs, Lumpkin, McConathy, Napper, and Wicker.

Minutes of the August 7 meeting were approved (Dausat/McConathy motion).

The Poll Vote of September 7 which included special topics courses for fall quarter 2007 was approved by majority and ratified by Council (Jacobs/Ford motion).

Instructional Policies Committee minutes of September 11 were approved (Dausat/Jacobs motion).

The Council discussed the following:

- Legal workshop with Parker Young scheduled for October 29
- E-Learning conference scheduled for October 30
- Turnitin software and faculty coordinators
- Enrollment and retention

Meeting adjourned at 10:15.

Council of Academic Deans  
August 7, 2007

The Council of Academic Deans met at 11:00 a.m. on August 7 in Wyly Tower 1647. The following members were present: Rea, Dauzat, Ford, Jacobs, Liberatos, Lumpkin, Napper, and Wicker.

Dr. McConathy presented the Graduate Council tabled items to be considered:

Item #5 – Thesis and Dissertation Guidelines revision was approved on a McConathy/Wicker motion unanimously.

Item #6 – Minimum Graduate Assistant Selection Criteria were approved on a McConathy/Dauzat motion unanimously. It was noted that colleges have the option to be more rigorous in the selection and appointment process.

Item #7 – The Alternative “Journal style” Dissertation format proposal was discussed. Dr. McConathy reported that the revised guidelines allow for this publication style option. If articles for publications are submitted directly from the dissertation as published, they will be submitted under the sole authorship of the doctoral student. Motion to accept (McConathy/Ford) carried with Dean Dauzat voting opposed.

The Graduate Council’s August 1 poll vote items were presented for consideration. All courses (EPSY 585, CIS 521, 522, 523, and 524) were approved unanimously on a Dauzat/Jacobs motion. It was noted by Dean Lumpkin that the new CIS courses in systems assurance will become part of a graduate certificate degree proposal in the near future.

After discussion of other topics – the Leadership Course, professorships, and the ULS request for certification of Faculty English Proficiency – the meeting was adjourned for a lunch to be followed by the Annual Academic Administrators’ Workshop scheduled for all academic unit heads in Wyly Auditorium.

Council of Academic Deans  
July 12, 2007

The Council of Academic Deans met at 9:30 a.m. on July 12 in Wylly Tower 1647. The following members were present: Rea, Dauzat, Ford, Jacobs, Liberatos, Lumpkin, Napper, and Wicker.

There were no agenda items submitted for approval. The following information was discussed:

The Council welcomed Dr. James Lumpkin, Dean of the College of Business, to his first CAD's meeting.

Dr. Rea announced that Dr. David Gullatt would be recommended to the University of Louisiana System as the Dean of Education effective January 1, 2008. He thanked Dean Dauzat for agreeing to defer her retirement until the end of this year. Dr. Rea also told the Council that Dr. Wicker has announced his retirement effective at the end of this year. Dr. Rea expressed appreciation to Dean Wicker for his leadership in the Library. We will begin the search for a new Dean of Library Services.

Dr. Rea announced that the Board of Regents has lifted the moratorium on new programs. We will be asking the Regents to review a proposal for a Ph.D in Industrial Organizational Psychology and have letters of intent for other programs that we have had on hold. We have Board approval to offer Engineering Physics as a track in the Ph.D. Engineering degree. We will request a name change of the M.S. in Physics degree to M.S. in Applied Physics. The Board of Regents will be reviewing at its August meeting our request to offer a Graduate Certificate in Domestic Violence effective Fall Quarter.

The Council discussed the Fall Leadership class, the status of Blackboard training, endowed professorships and scholarships, progress with Digital Measures,

## **Council of Academic Deans Minutes**

**May 17, 2007**

The Council of Academic Deans met at 3:30 p.m. on Thursday, May 17, in Wyly Tower 1647. Members present: Rea, Ford, Jacobs, Liberatos, McConathy, Napper and Reagan

CAD's minutes of April 22, 2007, were approved on a Liberatos/McConathy motion. Dr. Rea noted that he would be submitting a budget request for a university site license for turnitin.com so that all faculty would have this plagiarism software available for instructional use.

Graduate Council minutes of April 18 and poll vote of May 8 were approved on a McConathy/Reagan motion.

Dr. Rea noted that this was Dean Reagan's last CAD's meeting before her retirement, and he took the opportunity to recognize her contributions and presented to her a gift from the Council of Academic Deans and the Office of Academic Affairs.

Meeting adjourned at 4:15 p.m.

## **Council of Academic Deans Minutes**

**April 22, 2007**

The Council of Academic Deans met at 10:00 a.m. on Monday, April 23, in Wyly Tower 1647. Members present: Rea, Dausat, DiCarlo (for Wicker), Ford, Jacobs, Liberatos, McConathy, Napper, and Reagan.

Dr. Rea presented Bob Vento, University Registrar, who discussed several items with the Council-- upcoming advising schedule for fall and summer, approved academic honors regalia at Commencement, importance of entering current advisor information on student information system, revised advising/registration forms, class overlap approvals, 9<sup>th</sup> day class rosters, incomplete grades, prerequisite verification reports, and administrative withdrawals as needed. Dr. Rea expressed appreciation to Mr. Vento for sharing this updated information and for the professional way that he and his staff provide assistance to our faculty and students.

Council of Academic Deans' minutes of February 16 were approved (Dausat/Liberatos).

Instructional Policies Committee minutes of March 13 and Poll Vote of April 13 were approved (Reagan/Liberatos).

Graduate Council minutes of March 22 were approved (McConathy/DiCarlo).

A committee established to review plagiarism software (Aziz Saber, Karen Jacobs, Derek Lowe, and Marcia Simmering) has met and discussed their analysis of four available software options. Dr. Rea reported that he has asked that the recommended software be demonstrated to deans and department heads at the next meeting of the Organization and Department Heads and Associate Deans to determine, if purchased, the product will be widely used. Tentative date for the meeting is May 3.

Dr. Rea discussed several items that are under consideration currently by the University of Louisiana System and/or Board of Regents: (1) Verification of proficiency of English of faculty; (2) Possible change in Math ACT for entry into college level algebra, and (3) state discussions regarding how to address the nursing shortage in the state.

Meeting adjourned at 12:00.



## **Council of Academic Deans' Minutes**

**February 16, 2007**

The Council of Academic Deans met at 8:30 a.m. on Friday, February 16, in Wyly Tower 1647. Members present: Rea, Ford, Jacobs, LaBorde, Liberatos, McConathy, Napper, Reagan and Wicker. (Dr. Walter Wicker, named Dean of Libraries Services as of February 1, is now a member of the Council of Academic Deans.)

Dr. Rea called the meeting to order by asking Dr. Mel Corley, Chair of the Computing Services Coordinating Committee (CSCC), to present the Committee's recommendation for a revised computing policy: **Use of Information Technology and Resources Policy**. Dr. Corley stated that the policy presents a revision and consolidation of current computer and internet policies. He reported that revised policy included some wording from the policies of other schools, including the University of Central Florida and other Louisiana institutions, our old policies and input from the committee members. Several questions were asked prompting a discussion on resources and training needed for such things as data and e-mail backup. Dr. Rea expressed appreciation to Dr. Corley and the committee on the preparation of the composite policy. Dr. Rea noted that the Council will consider the policy and discuss some of the issues again prior to adoption.

The Council also reviewed a draft of a Voice Mail Policy that was developed in response to that fact faculty phones will soon be equipped with a voice mail feature. Suggested revisions were discussed. Dr. Rea will finalize the policy and distribute to faculty. The voice mail policy will be incorporated into the Information Technology and Resources Policy (proposed by the CSCC).

Dean Reagan reported that the College of Business was in the process of developing a Code of Ethics for Faculty. As she reviewed policies at other universities, she noted that many universities have a Code of Ethics for all faculty and staff. She asked about the feasibility of the development of a University Code of Ethics which would satisfy her accreditation requirement. Dr. Rea will consider this possibility and respond to the deans.

Bob Vento, University Registrar, present to the Council of consideration and adoption the Academic Calendars for 2007-2008 and 2008-2009. After discussion, the calendars were approved on a Reagan/LaBorde motion and will be submitted for action by the Administrative and Planning Council.

Dr. Rea announced that after a review of the earnings and dollars available for expenditure in professorships and chairs, he and Vice President Thomas and President

Reneau decided that an additional \$1500 could be awarded in 2006-2007 from professorships for use by recipients for faculty development, travel, supplies, etc. This will be in addition to the \$500 already made available.

Council of Academic Deans minutes of January 16 were approved on a Reagan/Liberatos motion.

Instructional Policies Committee minutes of February 14 were approved on a Reagan/Napper motion. Dean Jacobs called attention to the agenda item for the deletion of English 100. Students will, effective Fall 2007, be placed into either English 101 or English 099 based on ACT score. Students with a score of 18 will now be placed in English 101.

Graduate Council minutes of January 24 were approved on a McConathy/Reagan motion. Graduate Council minutes of February 15 were approved on a McConathy/Jacobs motion.

Dr. Rea reported that he will visit with Patsy Bourgeois, Chair of University Senate, to discuss the addition of an **Exceeds Expectation** category to the faculty evaluation rating to be effective in the 2007-2008 evaluation year. A committee will probably be formed to review this recommendation.

Meeting adjourned at 11:15 a.m.



**Minutes of the  
Council of Academic Deans  
January 16, 2007**

The Council of Academic Deans met at 1:15 pm on Tuesday, January 16, 2007, in Wylly Tower 1527. Those present included: Rea, Dautat, Ford, Jacobs, Liberatos, McConathy, Napper, and Wibker for Reagan.

Council of Academic Deans minutes of December 14 were approved on a Liberatos/McConathy motion.

Dean Dautat presented requests for five special topics courses for the Spring Quarter 2007. The following were approved on a Dautat/Napper motion.

- EDCI 289B: Introduction to Career Development
- EDCI 389A: Developing a Model University-Based Mentoring Program
- EDCI 389A: Service Learning: The Solution - Mentoring
- EDCI 489C: Methods of Teaching the Gifted
- EDCI 589C: Reflective Teaching

Dean Jacobs presented a request for special topics course Liberal Arts 389C: Sports Literature for Summer 2007. This course was approved on a Jacobs/Dautat motion.

Dr. McConathy presented Graduate Council minutes of December 13, 2006. Dr. McConathy also distributed a memo that was provided to the Graduate Council regarding accredited institutions which accept IELTS scores instead of TOEFL score for admission decisions. A subcommittee of the Graduate Council determined that a 6.5 IELTS score was the acceptable minimum for Graduate Admission (in comparison to the required 550 TOEFL). This recommendation was included in the Graduate Council Minutes of December 13. These minutes were approved on a McConathy/Liberatos motion. Dr. McConathy also reported that the Graduate Council tabled, for further study, a proposal to offer an alternate dissertation format (journal formatting) in addition to the standard dissertation format. Dr. Rea and Dean Dautat noted that the new format might raise questions from program reviewers. Dean Liberatos said that it should be clear that the student, in whatever dissertation format, is the sole author of the research. Dr. McConathy responded that the Graduate Council had expressed the same concerns during its discussions. She will present the CAD's comments to the subcommittee that is reviewing the proposal.

Dr. Rea reviewed the Council's process and decision regarding undergraduate enrollment in 300- and 400- level courses. Initially, the decision had been to allow students with less than 60 hours to enroll in 300- and 400-level courses only with justification and approved by the academic dean. The restriction was relaxed to address 400-level courses only while the departments and colleges reviewed 300-and 400- level courses to determine if courses were numbered appropriately, submitting courses changes through the

Instructional Policies Committee as needed. This review process has been substantially completed. The Council voted to retain the restriction on the 400-level course enrollments. The adopted policy remains:

Students may enroll in 300-level courses for which they have completed prerequisites. Written approval of the academic dean or designee of the college responsible for the course offerings will be required for a student with less than 60 hours to enroll in a 400-level course.

Meeting adjourned at 1:55 p.m.