

Academic Deans' Council
February 5, 2015
Provost's Conference Room
Minutes

Present: S. Keith, L. Mayrand, J. Miazga, S. Tomlin, D. Topliff, J. Wegner, A. Williams

Minutes:

1. Topic: Minutes
Minutes were approved as presented.
Responsible Party: C. Parks

Announcements:

2. Topic: Announcements (Don Topliff)
 - C. Parks continues scheduling meetings with individual departments.
 - Dual Credit
 - J. Hernandez was hired as a Freshman College advisor. The search for a Dual Credit Coordinator is continuing.
 - A guidebook on Dual Credit is in the process of being developed. D. Topliff is meeting with J. Flores, P. Swets, and D. Fox next Tuesday to discuss content.
 - Training for high school teachers is in development.
 - Summer School Guidelines and Calendar have been posted on the Academic Affairs website.
Responsible Party: N/A; Informational

New Business

3. Topic: Class Schedule (Don Topliff)
J. Wegner has received 26 proposals for signature courses and is looking for space to hold the large (50 student) courses. A list of faculty teaching signature courses for the first time will be distributed to the council members for review.
Responsible Party: N/A; Informational
4. New Student Orientation (Don Topliff)
C. Havins with Student Life visited with D. Topliff regarding the Super Sheet to inquire if any changes were wanted. Each student has a Super Sheet with the following components – University Holds; Admissions File; TSI Status; Admission Status; Test Scores; Credit Based on ACT or SAT Scores; Transfer Credit Evaluation. D. Topliff asked the deans to speak with the advisors to see if any changes are desired.

Members discussed improving communication between SAEM and the Academic Advisors.

Late enrolling students will probably have a NSO scheduled. There will be a focus on this group to increase retention.

D. Topliff presented a proposal to add a meeting of the deans and parents to the NSO schedule. No students would attend this meeting. The provost would mediate it. He asks for input from the council. A decision on this will not be made today.

Responsible Party: D. Topliff; Academic Deans

5. Senate Finance and House Appropriations Testimony (D. Topliff)

A draft copy was passed to council members to review. A copy of the final version will not be distributed until after approval by the System.

Responsible Party: N/A; Informational

6. Engineering Program (D. Topliff)

The Coordinating Board will review the BSCE proposal in April. B. May, D. Topliff, and P. Swets are meeting with R. Peebles at the Coordinating Board Monday to gauge where the proposal stands.

Responsible Party: N/A; Informational

7. Board of Regents Meeting (D. Topliff)

The Board of Regents meeting will be on campus March 5-6. The deans are invited to attend a dinner on Thursday. Details will be provided at a later date.

D. Topliff reported that the motions going to the Board for approval are the promotion and tenure appointments and the EdD in Curriculum and Instruction.

Responsible Party: N/A; Informational

8. Evaluation of Administrators – OP 06.01 (D. Topliff)

Members discussed OP 06.01, including the process of the 3rd year review of chairs, including those faculty eligible to participate, faculty input, and deans' participation in the process. The council will continue to discuss this OP at a later meeting.

Responsible Party: D. Topliff

9. Promotion and Tenure – OP 06.23 (D. Topliff)

D. Topliff will determine the status of this committee and policy. The council will discuss this OP at a later meeting.

Responsible Party: D. Topliff

Round Table

Leslie Mayrand

- All 26 FNP passed licensure.

Alaric Williams

- The invitation for nominations for the 2014-2015 President's Award went out last week.
- The Committee on Committees will be formed soon.

John Miazga

- The College of Education is hosting Superintendents Day on Wednesday. All are invited to the luncheon.
- The EC-6 and Special Ed programs were recently nationally recognized.

John Wegner

- The 2014 Fall IDEA forms for General Studies courses used the wrong discipline code, so the results are incorrect. He recommends those IDEA forms not be included in promotion and tenure portfolios. A joint email from D. Topliff and J Wegner will be sent out regarding this matter.

Sharynn Tomlin

- Several speakers are scheduled for next week in various courses.
- The Business Advisory Council is in the process of being reformulated.
- The College of Business is creating a process manual for AACSB accreditation.
- The College of Business Center for Student Success is moving upstairs.
- A collaborative agreement with Cuba is being pursued.

Don Topliff

- The ADC will continue to meet each week through March. Beginning in April, the council will meet every other week.

Adjournment