

**Academic Deans' Council**  
**August 27, 2015**  
**Provost's Conference Room**  
**Minutes**

**Present:** C. Jones, S. Keith, L. Mayrand, J. Miazga, K. Schell, P. Swets, S. Tomlin,  
D. Topliff, J. Wegner

**Minutes:**

1. Topic: Minutes from August 13, 2015  
Minutes were approved with a correction.  
Responsible Party: C. Parks

**Announcements:**

- D. Topliff informed members improvements to the Library are underway. Some improvements include better signs to direct people to the 3<sup>rd</sup> floor, renumbering some rooms on the 3<sup>rd</sup> floor, and the all steel doors will be changed out for doors with glass.
- D. Topliff reported that registration, without counting Dual Credit students, is at 6,709. Total registration including Dual Credit is 8,157 and is expected to rise. Graduate student enrollment is at 1,248.
- D. Topliff reminded members of the Tenure and Promotion timeline. The timelines may be found on the Academic Affairs website.

**Old Business:**

2. Topic: TSI Conversation Continued (Don Topliff)
  - D. Topliff began a discussion of the list of 88 TSI non-complete students that was distributed Tuesday.
  - D. Topliff briefly discussed the Testing Center and mentioned he is meeting with L. Morris to discuss possible changes.
  - S. Tomlin mentioned some timeline issues regarding International Students and the TSI tests.
  - D. Topliff is meeting with an advisor from each college, Admissions and Registrar representatives, and the Deans next week to discuss procedures.

**New Business:**

3. Topic: Campus Carry Discussion (Don Topliff)
  - D. Topliff distributed a draft of the TTUS Handgun Legislation Information, Guidelines and Recommendations. He mentioned this is not the final draft and he has a conference call this afternoon with the committee.
  - Campus carry will be effective September 1, 2016. Rules need to be in place and notification of such distributed by August 1, 2016.
  - There was a brief discussion of firearms in the dorms.
  - D. Topliff stated only the President of the University determines firearms regulations on campus and faculty are prohibited from adding their own rules to their course syllabus.

4. Topic: Grades First (Don Topliff)

- D. Topliff began a brief discussion of Grades First.

5. Topic: Procedures (Don Topliff)

- D. Topliff has scheduled a meeting next week to discuss TSI procedures.

6. Topic: Blackboard, Syllabi, CVs (Don Topliff)

- D. Topliff shared an email from a student regarding access to course information and syllabus before the first day of class.
- D. Topliff related his own experience in setting up his course in RamPort and assuming RamPort and Blackboard talked to each other.
- There was some discussion regarding faculty use of Blackboard.
- The prompt release of grades to students was also discussed.

**Roundtable**

Leslie Mayrand

- Girls Night Out was a great success and attendance was estimated at 1,300.

Susan Keith

- The IRB committee is complete and the first meeting will be next week.
- “Grad School and You” tour will continue.

John Wegner

- Housing is developing a program to involve faculty with residential programs. This program will have faculty meeting with students and RA’s. Processes and procedures are still under review.
- Discussed some classroom reservation system and procedures issues.

John Miazga

- Informed members that J. Hakes is still out but should have an update on her status Friday. Two adjuncts have been hired to cover her classes.
- Adjuncts have been found to cover classes after two last-minute resignations.

Paul Swets

- The Holland Symposium is September 20-21.

Sharon Tomlin

- COB is holding a Meet Your Major Monday program.
- The group attending the career fair is at 20 students and growing daily.

**Adjournment**