

**Academic Deans' Council**  
**September 24, 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 September 17, 2015  
Minutes were approved with one correction.  
Responsible Party: C. Parks

**Old Business:**

2. Topic: Grades First (Don Topliff)
  - J. Wegner reported that the first training went well.
  - J. Wegner said the English and Modern Languages department will have a second training session. The calendar function is well liked and all faculty have synced their calendars. Three faculty members have been trained to run reports on their own.
  - D. Topliff informed members the HSI grant was not awarded so the purchase of other software is on hold. The next HSI grant request is in process and will focus on mathematics.
  - D. Topliff asked for ideas from members regarding advising and raising the retention rate. After some discussion D. Topliff asked the deans to tell the department chairs to review curriculum and identify bottlenecks and propose solutions.
3. Topic: IE Distribution (Don Topliff)
  - D. Topliff gave members a chart summarizing the distribution of IE and DE funds. The calculations for IE funds are based on numbers he received yesterday the DE funds are based on numbers received this morning. 75% of the funds will be distributed now and the remaining 25% will be distributed after the 20<sup>th</sup> class day in the spring semester.

**New Business:**

4. Topic: Curriculum Cycle (Don Topliff)
  - D. Topliff distributed to members information on the curriculum cycle that was originally distributed by N. Allen in November 2014. A list of the 2015-2016 Core Curriculum Committee members was also distributed.
  - D. Topliff proposed changing the deadlines to the beginning of November to allow time for the committee to review submissions before the November 20 meeting.
5. Topic: Evaluation of Professional Advisors (Don Topliff)
  - D. Topliff asked members how evaluations of professional advisors are currently handled. The answer is the HR annual evaluations.

- D. Topliff informed members that per C. Braden IDEA can tailor a separate form for evaluating advisors and he proposed to begin using IDEA evaluations. How to administer these evaluations to students will be determined later, perhaps as a requirement to release an advising hold.

6. Topic: Teaching at a Distance (Don Topliff)

- D. Topliff informed members that a committee or task force will be created to discuss policy regarding tenure-track and faculty who only teach on-line.

**Roundtable**

John Wegner

- Planning NSO for next year has begun. One change will be putting a cap on the maximum number of participants per session.

Sharynn Tomlin

- Reported on the trip to the Career Expo in San Marcos. Most students who attended received at least 4 interviews.

**Adjournment**