

Academic Deans' Council
October 1, 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 24, 2015
Minutes were approved.
Responsible Party: B. Stewart

Announcements:

- D. Topliff encouraged council members to attend ASU functions.
- Ram Club Luncheon is today.
- Texas Governor, Abbott will be in town today.
- Latino Lecture Series is tonight.

Old Business:

2. Topic: Degree Works (Don Topliff)
 - D. Topliff discussed the HSI grant not being approved for ASU. Discussion was held regarding the need and cost for a replacement for the current CAPP program. Degree Works has a reporting tool that would be beneficial to scheduling of courses. Deans are in favor of Degree Works and were asked to talk with faculty about the potential software change.
3. Topic: Probation/Suspension/Readmission Policies (John Wegner)
 - J. Wegner discussed the proposal to change Operating Policy 10.07 Undergraduate Academic Status. He researched several other schools for information on probation and suspension standards. Recommended changes were presented. One of the goals is to lower the appeals process. If changes are adopted, D. Topliff and J. Wegner will work with the Admissions and Registrar's offices to implement the changes.
4. Topic: IE, DE, and Advising Fee Distribution Discussion (Don Topliff)
 - D. Topliff stated that he got numbers from two sources on the collection of DE fees. A handout was given with Distance Education Fee Distribution FY 16 to members of the council. There is a large fund balance from the Advising Fee. D. Topliff said that it was ok to turn the money back to the fund balance, or it could be used to support other areas such as IT for salaries. He encouraged "smart budgeting" of the funds. IE (maybe DE) equipment purchases could be bought out of HEAF funds. Save IE for things that cannot be bought with other money (i.e., HEAF).
 - D. Topliff said that the money would be moved to the DE and IE accounts. The allocation on advising funds that is currently a 4-way split will now be a 4-1/2 way split to include the Freshman College.

5. Topic: Tenure and Promotion Process Evaluation (Don Topliff)
 - D. Topliff discussed the “flow of the process” of the evaluations. The current process is not working well with different timelines and calendars. He proposed a committee be established in the spring to look at the issues and how to make the process run smoother. As evaluations are done, D. Topliff recommended that any current issues be documented and submitted to be addressed by the committee. D. Topliff and K. Schell will develop the structure of the committee. Other areas that have overlap include faculty promotions and adjunct evaluations. Adjuncts will not be evaluated using the faculty evaluation form but by memo from the appropriate dean.

New Business:

6. Topic: University Curriculum Committee (UCC) (Don Topliff)
 - D. Topliff discussed the UCC meeting scheduled for October 16th. A new chair will be elected at the first meeting. The UCC meeting should allow time for discussion of proposed changes.
7. Topic: Qualtrics (Don Topliff)
 - D. Topliff stated that Qualtrics is a service that develops surveys that can be used for various reasons. Currently, ASU uses Survey Monkey, and IT can provide data from the information gathered by Survey Monkey. D. Topliff asked council members to find out if the faculty had any interest in Qualtrics.
8. Topic: Distance Education Faculty Evaluation (Don Topliff)
 - The process of evaluation for Distance Education Faculty was briefly discussed along with the Tenure and Promotion Process. This includes the promotion of clinical faculty. There is overlap in the processes.
9. Topic: Spring Schedule, Second 8 Weeks (Don Topliff)
 - D. Topliff briefly stated that the 8-week spring B helps formula funding count. Maximize the second 8 weeks.

Roundtable

John Miazga

- TEA compliance audit is scheduled.

John Wegner

- There are seven signature courses set for the spring from 12-1 on Mondays and Wednesdays. He has received 5 applications for USTD courses.

Paul Swets

- Discussed possible confusion on forthcoming TCCN changes. A cross-walk of courses will be established for advisors and faculty.

Adjournment