

**Academic Deans' Council**  
**October 29, 2015**  
**Provost's Conference Room**  
**Minutes**

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

**Minutes:**

1. Topic: Minutes from October 22, 2015  
Minutes were approved with one correction.  
Responsible Party: C. Parks

**Announcements:**

- D. Topliff reported that a consultant is on campus to talk about mathematics.

**Old Business:**

2. Topic: Withdrawal and Readmission (Don Topliff)
  - There have been incidences where a student has officially withdrawn but the Deans and advisors knew nothing about it. Current policy only requires the student to make sure they do not owe money anywhere to withdraw. After some discussion consensus is a review of current withdrawal procedures and checklist established by the Registrar's office should be conducted. D. Topliff will meet with the Registrar.
  - The re-entry process and procedures need to be reviewed. The policy for the staff in Admissions needs to be reviewed for accuracy. J. Wegner will distribute to members a draft of the revised probation/readmission policy he has been working on. D. Topliff and J. Wegner will meet with Admissions.
3. Topic: Transfer Credit, Grades (Don Topliff)
  - Current policy allows transfer credit but not grades. How does a student get off probation if their "F" never goes away? There was some discussion. This issue should be made part of the readmission policy revision.
4. Topic: Recording Lectures (Don Topliff)
  - D. Topliff said he was unable to look for existing policies as planned. Members thought there might be policies in the Student Handbook and part of ADA accommodation information.
5. Topic: OP 6.23 (Don Topliff)
  - D. Topliff informed members the Faculty Senate has appointed their 3 committee members. J. Miazga, C. Jones, and P Swets will be the representatives from this group. The committee will elect a chair at their first meeting.
6. Topic: Core Curriculum Committee Meeting (Don Topliff)
  - D. Topliff said a meeting has not been called yet but will be soon.

## **New Business:**

7. Topic: On-line Course Development (Don Topliff)
  - D. Topliff informed members that TTUS is working on an intellectual property policy.
  - The current process (OP 4.11) for DE course builds was discussed. S. Keith, J. Miazga, and L. Mayrand have been working on revising OP 4.11. Further discussion will be held at a future meeting.
  
8. Topic: Developmental Leave (Don Topliff)
  - D. Topliff informed members we do not have resources to support the current policy as it is written now. D. Topliff will look into finding funds for short term faculty development grants.

## **Roundtable**

John Wegner

- Received email from C. Braden regarding BCSE student advising report. The cost to do the evaluations is \$2500. After brief discussion members decided against proceeding with this evaluation at this time.

## **Adjournment**