

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

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

**Minutes:**

1. Topic: Minutes from October 29, 2015  
Minutes were approved with one correction.  
Responsible Party: C. Parks

**Announcements:**

- D. Topliff reported that yesterday was the final form for campus carry for faculty and staff. There will be student forums Thursday, November 12 at 3:00 pm and 6:00 pm. Students are not part of the "everyone" email and therefore were not notified of the three previous forums.
- D. Topliff sent an "everyone" email with a link to the Texas A&M-Commerce campus carry video. ASU will create a very similar video as well.

**Old Business:**

2. Topic: Withdrawal and Readmission (Don Topliff)
  - This topic should have been titled "Probation and Suspension".
  - J. Wegner emailed a draft of OP 10.07 to members last week. P. Swets responded with some suggested changes. Issues were discussed. J. Wegner and P. Swets will work to incorporate additional suggestions.
  - J. Wegner will work with J. Sefcik to come up with a report to show the number of students affected.
  - After the policy is finalized meetings will be held with the Registrar and Admission offices to ensure everyone is on the same page.
  - The clause for 6 hours in the summer will be reviewed at a later date.
3. Topic: OP 6.23 (Don Topliff)
  - D. Topliff informed members the process will begin where it was left off. The Provost will review what was submitted with the help from the ad hoc committee.
4. Topic: Core Curriculum Committee Meeting (Don Topliff)
  - D. Topliff deferred this topic to another meeting.

**New Business:**

5. Topic: Dual Credit OP (Don Topliff)
  - D. Topliff informed members that SACS has issues with dual credit because some schools are offering more hours than degree rules allow.

- A process is being developed to monitor dual credit schools. If the threshold of allowable hours is going to be exceeded, SACS must be notified 6 months in advance.
- All OP changes deemed as substantive must be sent to the Board of Regents. The definition of “substantive” has been requested. D. Topliff has put a place holder in the agenda for the December Board of Regents meeting for the Dual Credit OP.

6. Topic: Graduation (Don Topliff)

- D. Topliff informed members a suggestion to change the seating arrangement at graduation was made to the President who passed it to the Faculty Senate. The Faculty Senate met on the subject and voted against the change. The suggestion to swap colleges from morning to afternoon for the December graduation ceremonies was also discussed and voted against.
- The name change for the College of Health and Human Services will require a change to the order of presentation. The Registrar’s office will revise the system.
- There was some discussion of the graduation program and the extensive information it contains. The printing cost of the program in its current format is about \$4000.

**Roundtable**

Susan Keith

- Informed members that with the revamp of IRB she met with security on Monday to discuss some issues. The refresh computers will automatically have encryption software installed.

Don Topliff

- Informed members ASU is in the process of hiring a Risk Management Director.
- A university wide chemical control system is being considered.

**Adjournment**