

**Academic Deans' Council**  
**January 7, 2016**  
**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 December 3, 2015  
Minutes were approved with one correction.  
Responsible Party: C. Parks

**Announcements:**

- D. Topliff informed members that all proposals submitted to the Board of Regents in December passed.

**Old Business:**

2. Topic: Suspension/Probation Policy (Don Topliff)
  - D. Topliff told members the policy will take effect September 1, 2016.
  - J. Wegner will send a copy of the latest version to members for review. The suggestion to include a grandfather clause was put forth.

**New Business:**

3. Topic: Salesforce (Jeff Sefcik and Suzie Dusek)
  - S. Dusek and J. Sefcik presented an overview of the customer relationship management software, Salesforce. The software is currently used extensively by SAEM for prospective students. The program will be used for current students as well as soon as they are loaded into the software system. There are two different licenses for access to the program. The full access license is over \$700 per year and the license allowing access to reports only is about \$40 per year.
  - Many functions of Salesforce duplicate what is currently being done with other software programs on campus. D. Topliff stated there will be a campus-wide review to identify such duplications.
4. Topic: HEAF Requests (Don Topliff)
  - D. Topliff informed members that all HEAF requests must be geared toward academics and include a detailed justification to show the benefit to students.
5. Topic: Advisement/Pass Rates (John Wegner)
  - A handout was distributed to members showing tables comparing pass rates in Fall 2014 and Fall 2015 for developmental, regular, and dual credit courses. Non-course-based was not included but data has been requested from the Registrar's office.
  - The tracking of dual credit math students to see what math courses are taken in college will be implemented.
6. Topic: Enrollment (Don Topliff)
  - D. Topliff reported that admits are up 27%. That translates into an estimate of 1400-1450 students.

7. Topic: Summer/Fall Schedule Build (Don Topliff)
  - D. Topliff shared with members an email from C. Weeaks proposing time-line for schedule build, advising, and registration. After discussion D. Topliff said he would relay acceptance of the proposed time-line with a request to allow 2 weeks instead of 3 for the schedule build.
8. Topic: Summer Compensation (Don Topliff)
  - D. Topliff distributed to members the current policy on summer pay and a chart showing summer semester credit hours compared to faculty salaries by fiscal year from 2001-2015. He will be meeting with the Faculty Senate Academic Affairs committee next Thursday to discuss their proposed changes to the policy.
  - After some discussion D. Topliff asked the deans to talk with the department chairs and send him any suggestions for changes. This topic will be discussed again at the next meeting.
9. Topic: Ellucian Action Plan (Don Topliff)
  - D. Topliff said he received the action plan submitted by Ellucian yesterday but had not had a chance to carefully review it. Once he receives the final report he will share it with the deans.
10. Topic: Office Hours (Don Topliff)
  - D. Topliff informed members he received several responses to the OP sent out last month.
  - Communication gaps need to be closed. He used the example of some of the Colleges that were “closed” the week before Christmas. Students and prospective students were unable to speak with anyone and we can’t afford to lose even one student.
11. Topic: The Future (Don Topliff)
  - D. Topliff referenced the article on the ASU website “ASU Alum Tapped for Governor’s Commission” and specifically the paragraph that mentioned 90% of a high school graduating class of 2015 having earned an associate’s degree. The State of Texas is considering a policy that will grant any student with 60 hours of dual credit an associate’s degree. ASU must look forward and anticipate what is going to happen in higher education.
  - D. Topliff stated that ASU will not build any new dorm buildings and is considering changing policy requirements regarding how long students must live on campus.

### **Roundtable**

Clifton Jones

- The COB academic advisers would like to hold a half-day retreat with the other college’s academic advisers. They have submitted a proposed agenda. The deans are in favor.

John Wegner

- GS 1181 needs more faculty to teach in the spring. He would like to use non-faculty personnel (academic advisers, coaches, etc.) and will submit a proposal before the next meeting.
- 82% of GS students enrolled for the spring semester by December.

### **Adjournment**