

**Academic Deans' Council**  
**February 4, 2016**  
**Provost's Conference Room**  
**Minutes**

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

**Minutes:**

1. Topic: Minutes from January 21, 2016  
Minutes were approved as is.  
Responsible Party: C. Parks

**Old Business:**

2. Topic: Core Curriculum (Don Topliff)
  - The Core Curriculum Committee met last Friday and approved the proposed core course with minor changes. Changes on POLS 2305 and 2306 are pending changes from Dr. Garza prior to going to the THECB.
3. Topic: Suspension/Probation Policy (Don Topliff)
  - D. Topliff asked how the review of the policy was progressing.
  - J. Wegner has not received feedback yet. He will send out the policy one more time for review. If it is required, the policy will go to the Board of Regents for approval.

**New Business:**

4. Topic: Syllabi (Don Topliff)
  - There are two Cognos reports on Syllabi. Not all deans are on the distribution list. Dr. Topliff will check on why all of the deans are not on the list.
5. Topic: College Meetings (Don Topliff)
  - Previously, in the fall meetings were held with individual departments. This spring the meetings will be held to include all departments within a college. Dates and times will be scheduled.
6. Topic: Advising (Don Topliff)
  - L. Mayrand led discussion on Advisorama. The last three years has been a unified effort across campus. There will be a timeline change this year. Communication and Marketing and the Printshop will keep the same design as in the fall, but will change dates.
  - D. Topliff asked about the evaluation of advisors. A form will be developed and used for professional advisors, perhaps bringing faculty advisor evaluations in at a later time. It will be looked into to see if there is a way to do this electronically.

7. Topic: Online Course Development (Don Topliff)

- L. Mayrand explained about the history of the development and pay of online courses. Discussion was held. J. Miazga said that the 'policy' was looked at about a year ago, and that it would be a good starting point to consider changes. He will send it out electronically to the group.

8. Topic: Step Pay for Professors (Don Topliff)

- K. Schell led the discussion on a new proposed policy: 'Meritorious Recognition Program for Full Professors'. Comments on the standards and the percentage of increase were discussed. Policy is still under review.

**Adjournment**