

**Academic Deans' Council**  
**March 3, 2016**  
**Provost's Conference Room**  
**Minutes**

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

**Minutes:**

1. Topic: Minutes from February 18, 2016  
Minutes were approved as is.  
Responsible Party: C. Parks

**Announcements:**

- D. Topliff informed members the three candidates for the Arts and Humanities Dean will be on campus. He asked all to attend the Deans' session and send feedback to him by email. The search committee will meet the week following spring break and submit their recommendation to the Provost by March 23.
- D. Topliff said the Writers' Conference began today.

**Old Business:**

2. Topic: Tenure and Promotion (Don Topliff)
  - K. Schell informed members the first draft of OP 06.23 was distributed. The committee has drafts of the first three sections and the goal is to have the final draft to the Provost by May.
  - D. Topliff began a discussion on written policies and how the information is distributed to all faculty. Current policy does not require departments to have a written policy but the revised OP will.
  - The OP must be approved by the Board of Regents. The earliest it can be presented is August 2016.
  - D. Topliff proposed the revised OP include a clause regarding portfolios. Currently the portfolios are returned to the faculty member after completion of the process. New policy will be the Provost office retains possession of the portfolios.
3. Topic: Summer School Procedures (Don Topliff)
  - D. Topliff will email guidelines to the deans today for distribution to all faculty.
4. Topic: Budget (Don Topliff)
  - D. Topliff said he has requested over-realized IE, DE, and Advising amounts. Another distribution of funds will be made to the colleges within the next couple of weeks.

## **New Business:**

### **5. Topic: Minors (Don Topliff)**

- D. Topliff began a discussion on minors. Some degrees require a minor and some do not. D. Topliff asked the deans to have a discussion with department chairs.

## **Roundtable**

Leslie Mayrand

- The new building process is moving forward but will need to cut some square footage off the original request.

John Miazga

- The College of Education Symposium will have the 2015 National Teacher of the Year here on March 28.

John Wegner

- Katie MacLeay, volleyball All American, was accepted to medical school and won an award to cover some of her expenses.
- The candidates for Dean of Arts and Humanities will be on campus next week. Their CVs are online.

Paul Swets

- A verbal offer has been made and accepted for the Chair of Communication and Mass Media position.
- The search for the Chair of Security Studies and Criminal Justice is in progress. There have not been many applicants but it is expected that interviews will begin after spring break.

Kraig Schell

- A new version of the Professor step-raise policy will be sent to the deans. The Faculty Senate will also review it.

Clifton Jones

- The candidates for the Chair of Management and Marketing will be on campus next week.
- A new MBA program with Thailand will begin. Hours will be earned in Thailand and at ASU. The MBA will be awarded by ASU.
- A 2+2 articulation agreement with Nepal will begin. 60 hours in Nepal and 60 hours at ASU. A BBA in Management will be awarded by ASU.

## **Adjournment**