

**Academic Deans' Council**  
**May 12, 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 May 5, 2016  
Minutes were approved as is.

**Announcements:**

- Graduation is Saturday.
- The first New Student Orientation session is next Friday.
- OP 10.07 has been posted. D. Topliff asked the deans to discuss the OP with the professional advisors. The OP is effective Fall 2016.

**Old Business:**

2. Topic: New Salary OP (Don Topliff)
  - D. Topliff informed members the OP was presented to the Faculty Senate yesterday and all voted to support the framework. Details still to be worked out will be done this summer. The OP will be implemented Fall 2017.
3. Topic: OP 06.23 (Don Topliff)
  - D. Topliff distributed a draft copy to members. There was some discussion. K. Schell will update the draft. The OP will be discussed further at the next meeting.
4. Topic: Budget (Don Topliff)
  - D. Topliff said he has finished his review. The budget is over forecasted revenue. Some salaries will be moved to grant or DE accounts where appropriate and allowable.
  - No new position requests will be approved.

**New Business:**

5. Topic: Blackboard (Don Topliff)
  - D. Topliff informed members he met with IT yesterday. IT created a Power Point presentation for instructions on posting syllabi and CV in Blackboard. D. Topliff will forward the presentation to the deans.
  - Every class will be in Blackboard. There was some discussion on when Blackboard should be open to faculty and students.

- D. Topliff would like to identify a cohort of faculty members to test entering grades in Blackboard before it is set up for all faculty to do so. Faculty will not be required to use the gradebook in Blackboard, they will be able to just enter a grade.
- There was a request to look into improving the notification process to faculty that grades are missing.

**6. Topic: Graduate Council/Advisors (Don Topliff)**

- D. Topliff distributed to members a section of OP 04.01 that defines the Graduate Council. He looked for some guidelines on how graduate advisors are chosen and what the responsibilities and duties are. He did not find any.
- There was some discussion regarding graduate advisors. D. Topliff and S. Keith will create a draft process.

**Adjournment**