

Academic Deans' Council
May 26, 2016
Provost's Conference Room
Minutes

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

Minutes:

1. Topic: Minutes from May 12, 2016
Minutes were approved as is.

Announcements:

- The Ed.D. in Nursing was approved by the Board of Regents.
- College name changes for the College of Graduate Studies and the Freshman College will be discussed at a future meeting.
- D. Topliff informed members of his vacation schedule in June.

Old Business:

2. Topic: Transfer Policy (Don Topliff)
 - D. Topliff informed members of the Coordinating Board rule. ASU must be in compliance. The rule says institutions must treat transfer students the same as non-transfer students.
 - There was discussion regarding acceptance of core course work. D. Topliff said there will be further discussion at another meeting. This issue needs to be dealt with soon because it affects Degree Works and CAPP.
 - There was discussion regarding transfer "D" grades. D. Topliff said there will be further discussion at another meeting. This issue needs to be dealt with soon because it affects Degree Works and CAPP.
3. Topic: Budget (Don Topliff)
 - D. Topliff asked for a list of all faculty who are not currently being paid with DE funds but could be. Please include the name and FTE for online courses.
 - There is only \$4000 in over-realized Advising Fees. This money will be moved to the fund balance. Some Professional Advisor salaries will be moved to the advising fee account.
 - DE over-realized funds will be used for salaries.

New Business:

4. Topic: NSO (Don Topliff)
 - D. Topliff asked members how NSO went. There were just under 200 students at this session.

5. Topic: Advising Retreat (Don Topliff)

- D. Topliff inquired if all the advisors had the same information. Past experience says they do not. The College of Business Professional Advisors organized and held a retreat for all University Professional Advisors and it went well. D. Topliff proposed formalizing a retreat that would include professional advisors and anyone who advises students. Attendance at the retreat would not be mandatory.
- It was proposed that a retreat would be held once in the Fall and once in the Spring. D. Topliff will contact the Professional Advisors regarding this proposal.

6. Topic: Deans and Department Chair Meetings and Department Chair Training (Don Topliff)

- D. Topliff said there are several new department chairs already here or coming in. He said he would like to have a formal training session just for department chairs. Topics would include purchasing guidelines, evaluations of Faculty and Staff, travel procedures, fraud, etc. There was some discussion. It was proposed the training take place mid-August. D. Topliff said he would send some proposed dates for consideration.

Roundtable

Paul Swets

- There are new chairs for the Department of Security Studies and Criminal Justice and the Department of Communication and Mass Media. The new dean of the College of Arts and Humanities will begin July 1.
- Informed members he is moving to a new office on the 3rd floor of the Library and will have a new phone number within the next two weeks.

Kraig Schell

- He has new drafts for the two OPs. He will get those drafts out to the members.

Adjournment