

Academic Deans' Council
June 16, 2016
Provost's Conference Room
Minutes

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

Minutes:

1. Topic: Minutes from May 26, 2016
Minutes were approved as is.

Announcements:

- Enrollment for the first and second summer terms is up significantly.
- First to second year retention rate is 67%.

Old Business:

2. Topic: NSO (Don Topliff)
 - D. Topliff asked members how NSO went. J. Wegner reported that TSI is not an issue this year. Many of the students on the TSI incomplete list are there simply because they did not turn in their test results.
3. Topic: Advising Retreat (Don Topliff)
 - D. Topliff asked members when the fall retreat should be held. All agreed the best time is around October 1.
4. Topic: Department Chair Training (Don Topliff)
 - D. Topliff reminded members that at the last meeting it was proposed the training take place mid-August. D. Topliff said he is changing the time for training to take place the last week of July to allow for vacation time. Since most department chairs teach during the summer it was suggested that the training take place in the afternoon. D. Topliff stated he will arrange to use the Lakehouse Tuesday and Wednesday, August 2 & 3, in the afternoon.
5. Topic: OP 06.23 and Associated Issues (Don Topliff)
 - K. Schell distributed to members drafts of the OP after the last meeting. D. Topliff asked members to be prepared to discuss the OP at the next meeting.
 - D. Topliff told members that currently there is no time-line for submission of tenure and promotion portfolios as part of the OP. He said the OP needs to be revised to include such. There was some discussion regarding time-lines and possibly syncing the T&P timeline with the annual evaluation timeline. D. Topliff will work on a draft and asked members to be prepared to discuss this issue at the next meeting.
6. Topic: Transfer Policy (Don Topliff)
 - D. Topliff distributed a copy of the revised OP 10.21. There was some discussion. The OP will be posted for review for 5 days.

7. Topic: Budget (Don Topliff)

- D. Topliff reported that positions were moved to DE and work is still in progress to balance it all out. The budget is almost done.
- The revenue estimate is being revised by the VP of Finance and Administration.
- FY 16 is out of HEAF funds. Any pending or new HEAF requests will have to wait until next year. It is expected the University will receive about \$3 million in HEAF funds for FY 17.

New Business:

8. Topic: Graduate Issues (Don Topliff)

- D. Topliff told members the position of “graduate advisor” doesn’t really exist. He would like to change it to “graduate coordinator”. There was some discussion. D. Topliff tasked S. Keith to create a new policy to lay out guidelines regarding this issue.

Roundtable

John Wegner

- Reported to members that tracking last fall’s file review students shows a retention rate of 60%.
- 400 students enrolled during the spring semester have not enrolled for fall. The Call Center contacted the 400 students in one day. Information gathered by the Call Center will be used to refer students to advisors, the Registrar’s Office, and Financial Aid as appropriate.

Paul Swets

- The new dean of the College of Arts and Humanities was here a couple of days last week and will officially begin July 1.
- Informed members he is mostly moved to his new office on the 3rd floor of the Library.

Kraig Schell

- Informed members he and J. Wegner met with a colleague from Rice to discuss GS 1181 and soft-skills outcomes. An assessment will be designed to track the effectiveness of the GS 1181 courses.

John Miazga

- Informed members next April the national evaluators will be on campus. The self-study report will be submitted in September.

Leslie Mayrand

- Informed members the Social Work program’s progress report was approved. The accreditation visit will be next spring.

Adjournment