

Academic Deans' Council
July 21, 2016
Provost's Conference Room
Minutes

Present: C. Gascoigne, C. Jones, S. Keith, K. Livengood, L. Mayrand, K. Schell, S. Tomlin, D. Topliff, J. Wegner

Minutes:

1. Topic: Minutes from July 7, 2016
Minutes approved with corrections.

Announcements:

- ASU has signed a contract to purchase the Church of Jesus Christ of Latter Day Saint's student center building. International Studies and the English Language Institute will move into that space. Human Resources will eventually move to the Hardeman building when Security Studies and Criminal Justice moves to the Vincent building after the new Health and Human Services building is complete. One Card and Parking will move to the Print Shop building probably in January.
- Please be vigilant about computers and labs. Be sure doors are locked when you leave. IT is stepping up efforts to encrypt every computer on campus. Do not put student social security numbers or birthdates on computers.

Old Business:

2. Topic: Department Chair Training (Don Topliff)
 - D. Topliff reminded members the training will be Tuesday and Wednesday, August 2 & 3, 1:30-4:30 pm. Use of the Lake House has been confirmed. D. Topliff will work on an agenda in the next week and asked Deans to send him anything they would like to add.
3. Topic: New Faculty Orientation (Don Topliff)
 - D. Topliff reminded members to make sure new faculty complete the Campus Carry training.
 - NFO is Monday, August 22, 10:45 am-3:00 pm. Human Resources onboarding is 1-3:00 pm and anyone who has not gone through onboarding is welcome to attend at that time.
4. Topic: Grievance Policy (Don Topliff)
 - D. Topliff said the policy needs to be revised. The rights of faculty members need to be protected but frivolous filings need to be stopped. The current policy is cumbersome, has too many 35 steps, and is very expensive. There was some discussion. The OP is for faculty and does not address administrator rights. Clarification is needed from HR as to what administrator rights are.
 - The Faculty Senate has identified faculty members to be on the board.
5. Topic: OP 06.23 and Associated Issues (Don Topliff)
 - D. Topliff distributed a draft of the OP to members.
 - There was some discussion. D. Topliff would like there be an odd number on the committee. Prior service credit issues were discussed. There is no provision for early

tenure. Clarification of where ballots are to be archived needs to be added. Possession of official original portfolio and retention requirements still needs to be addressed.

- C. Jones said the College of Business needs updated tenure and promotion criteria in place and in effect by fall for accreditation purposes. He sent a draft of the criteria by email last week and will send again for members review. Criteria will be discussed and voted on at the next Council meeting.

6. Topic: Academic Standing (Don Topliff)

- D. Topliff sent a report to members yesterday. The report is as the end of Spring.
- D. Topliff informed members the key is “are they making progress?”. If yes, then they can continue. If no, then they should go home. Those with 3 suspensions need to be looked at on a case-by-case basis.
- There is currently nothing in policy addressing those students who already registered for classes for the next semester and then went on suspension. That student is still enrolled in those classes and their schedule needs to be wiped to free up seats.
- D. Topliff asked members to go through the list of 4 suspensions (or more) and if the students being let back in, let the Provost know and include a brief explanation as to why.

7. Topic: NSO (Don Topliff)

- J. Wegner reported there are 40 new students and 15 transfer students who will need core courses.
- J. Wegner said the T sections will be filled in the next 2 weeks and to please send him alternate courses students may take.
- In some case there is a conflict between GS 1181 and courses students need for their specific degree that are required for the first semester. It is likely that GS 1181 will need to have a 5:00 pm session added. There is also a conflict with band kids who are locked in to an 11-12:15 course so are unable to attend a noon GS 1181 class.
- J. Wegner said there are 1345 students in GS 1181 right now.

8. Topic: Budget (Don Topliff)

- D. Topliff reported that the President, CFO, and VPs are working on the administration statement to be submitted with the budget. He said the expected 4% cut will affect institution enhancement funds and special items. Institution enhancement is roughly \$8 million and of that \$5 million is faculty salaries.
- D. Topliff said Summer School II is up 12%. That increase was spent on faculty salaries. That money spent will be made up in formula funding.
- D. Topliff said looking at the budget historically we are in great shape even with all new positions added and the fund balance was left untouched. The reserves are probably going to be capped where they are right now.
- HEAF will increase next year. \$500,000 to the Provost for academics. D. Topliff asked members to send any requests under \$70,000 to him as soon as possible, however, the money is not available until September.
- Title V proposal includes mechanical engineering.
- Brandy Hawkins will be interim director of Accountability and continue to perform duties of current position. D. Topliff informed members the President and VPs are looking at various options to permanently fill the position.

Roundtable

Carolyn Gascoigne

- English and Modern Languages is looking into offering a Masters for English as a 2nd language.

John Wegner

- Implementing using card readers to monitor student organization participation and GPAs.
- A list will be sent of non-course based (t-sections) students who can move to regular courses.

Clifton Jones

- He and Dr. Gascoigne got a tour of the new performing arts center. Downtown San Angelo is very excited about options available.

Don Topliff

- Student Affairs is going to start paying closer attention to GPAs for leaders of student organizations.
- Hour employees (non-exempt) cannot be advisors of student organizations. He will send a list of affected organizations to the deans. He asked deans to talk with faculty to become advisors.

Adjournment