

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

**Present:** C. Gascoigne, C. Jones, S. Keith, K. Livengood, J. Miazga, P. Swets, D. Topliff, J. Wegner

**Minutes:**

1. Topic: Minutes from July 26, 2016  
Minutes approved.

**Announcements:**

- Faculty salary letters were distributed Monday, August 15.

**Old Business:**

2. Topic: Academic Standing (Don Topliff)
  - D. Topliff said the spreadsheet that members received from C. Weeaks is current as of the end of summer session two. Students with 1 or 2 suspensions can be let back in. Deans should continue to look at the students with 3 suspensions on a case-by-case basis.
3. Topic: TSI for Next Year (Don Topliff)
  - J. Wegner informed members that about 50 students have not taken the TSI test. These students must take the test or prove they are scheduled to take the test before August 22 or their schedule of courses will be dropped. The students have already been notified of this by the Registrar's Office.
  - Next year students will not be advised or registered unless they have TSI test scores.
  - Some testing centers at other institutions have instituted a policy that a person seeking to take a test and do not intend to enroll at that institution must provide a voucher from the school they will attend before they are allowed to take any tests. D. Topliff said he is sending information on TSI situations to ensure the Coordinating Board knows what is going on.
4. Topic: New Faculty Orientation (Don Topliff)
  - NFO is Monday, August 22, at 10:45 am in UC 203/204. Human Resources onboarding will be 1-3:00 pm and is open to anyone who has not yet completed onboarding.
  - There was a brief discussion on changing the hire date to August 15 and have the "free" month at the front instead of the back of the academic year because of pay issues. Further discussion will be held at a future meeting.

**New Business:**

5. Topic: Blackboard (Don Topliff)
  - D. Topliff informed members the entry of CV and syllabus in Blackboard is up and running. An issue was found with cross listed courses but that has been fixed. Instructions have already been distributed to faculty members.

- D. Topliff pointed out that there are a few differences between what HB 2504 requires and what OP 06.14 specifies. HB 2504 only mentions undergraduate courses but the OP says *every* course. HB 2504 says syllabi must post within 7 days of the first day of class but the OP says within the first week of the semester. He said the OP must be followed and all syllabi must conform to the OP.
  - There was a brief discussion of the University Honor Code. It was pointed out that it is mentioned in the Student Handbook but an official document doesn't exist.
  - D. Topliff said the automatic rolling of grades from Blackboard into Banner is being worked on and will probably be implemented in the spring.
  - There is an assessment module in Blackboard that ASU owns but has never used. Use of that module may occur in the near future.
  - D. Topliff informed members he met with the Degree Works implementation team yesterday about an issue with an Ellucian consultant. The consultant has been "fired" and Ellucian has been told not to send that particular consultant again. Degree Works is still on schedule.
6. Topic: Assessment (Don Topliff)
- D. Topliff said he met with B. Hawkins and S. Emmons yesterday. There are about three semesters for which no data has been entered and they are looking into the situation to get it remedied.
  - D. Topliff informed members that he and the Deans will be more involved in assessment than they have in the recent past.
  - The Fifth Year Report is coming up and committees are being formed for each report issue. A Dean will be the chair of each committee.
  - It is planned to move away from SPOL to Blackboard Outcomes. That will take some work and consultants will have to be hired to implement the change. IT is already working to get the process started. The Deans unanimously approved of this change.

### **Roundtable**

#### Paul Swets

- Faculty affected by the scheduled post-tenure review must be notified by September 1. The review is due February 2017. Tenure and promotion criteria is being distributed to faculty so they know what their review will be based on.
- The Arts and Sciences professional advisors have been moved under J. Wegner. D. Topliff informed members that students should be advised by a faculty member after 45 hours and not be allowed to keep going back to a professional advisor. It is in the best interest of the student to have such involvement with faculty.

#### John Wegner

- A list of proposed NSO dates for next year was distributed. The cap has been raised to 275 for each session.
- The Grades First file-review students will have two NSO dates they can attend near the end of summer. A schedule will already be built for them.

### **Adjournment**