

**Academic Deans' Council**  
**September 1, 2016**  
**Provost's Conference Room**  
**Minutes**

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

**Minutes:**

1. Topic: Minutes from August 16, 2016  
Minutes approved.

**Announcements:**

- The annual Lilly Conference held in Oxford, Ohio, is coming up in November. There was a discussion regarding the continuance of the practice to send two faculty members from each college. There is a Lilly Conference held in Austin in January. It was decided to send one faculty member from each College to the Ohio conference and up to two faculty members from each college to the Austin conference.

**Old Business:**

2. Topic: Blackboard and Software (Don Topliff)
  - D. Topliff said overall Blackboard has been accepted and we're in pretty good shape. There was an issue with Blackboard freezing because of the number of access attempts at the same time on the first day. This issue has been fixed.
  - There was concern expressed about the eLearning staff being too small and the need for more personnel to handle the work load.
  - Blackboard Outcomes is already owned by ASU and implementation cost is in the negotiating stage.
3. Topic: Tenure and Promotion Timeline (Don Topliff)
  - D. Topliff said the tenure and promotion notice letters were sent out with the wrong deadline date. Corrected letters were sent out yesterday.

**New Business:**

4. Topic: Development Issues (Don Topliff)
  - D. Topliff said there are Campus groups, including faculty, going directly to donors to ask for money. This is usually not a problem but they do need to inform the Development Office. D. Topliff asked members to remind students and faculty to check with the Development Office first before contacting donors.
5. Topic: Enrollment (Don Topliff)
  - D. Topliff informed members an updated report should be out soon. The report as of Tuesday afternoon indicates enrollment at 7286 after the purge for nonpayment. Dual Credit enrollment is just under 1300 which is up a little from the same time last year. He said Dual Credit enrollment is expected to reach 1500. Sophomore numbers are up from last year, junior numbers are flat, and senior numbers are up a little. D. Topliff also expressed thanks for finding all the freshmen seats in courses.
  - Since enrollment affects budget there was some discussion of budget issues, including salaries and merit raises. Changing the date of hire for faculty was also briefly discussed.

- S. Adams, in Enrollment Management, is in the very preliminary stages of creating a “Speakers Bureau” of faculty and staff willing to speak and present in SAISD high school classes. More information will follow as the program is built.
6. Topic: IDEA Software (Don Topliff)
- D. Topliff told members that has been a huge amount of work put into this just this week. A conference call was held this morning. The original plan was for C&I first 8-week courses to pilot the program but after discussions this morning the software will be open to everyone.
7. Topic: SACS/COC Committees (Don Topliff)
- D. Topliff distributed some information to members regarding the 5<sup>th</sup>-year Report Process. The standards have been broken into committees. The Deans will be the Committee Chairs. D. Topliff asked the Deans to review the Committees and choose which one they would like to Chair. He also asked members to recruit faculty and staff to sit on these committees. A meeting will be held with everyone participating to talk about timelines, use of Share Point and Compliance Assist. Committee meetings will probably be held monthly to start out and increase frequency as needed. SACS books have been ordered.

### **Roundtable**

Sharynn Tomlin

- The College of Business is using the swipe card readers from IT in large sections and so far this week has worked great.
- The add/drop policy the week before classes begin does not allow dropping a class only adding. This requires students to pay for all courses to keep their schedule and then drop the course as soon as they are allowed which then requires a refund be issued. There was some discussion and D. Topliff said this issue and other first week policies will be reviewed and discussed at a later date.

Paul Swets

- Mentioned the policy of dropping students for nonpayment at 5:00 pm on the Friday before classes causes problems for Monday morning classes and asked this issue also be included in future discussion.

John Miazga

- The Action Plan for TEA has been completed so we are in compliance.
- The self-improvement plan was submitted to NCATE Friday.

John Wegner

- The new overtime rules have made it necessary to have the USTD courses taught by faculty members instead of the staff members that have been teaching previously.

Leslie Mayrand

- There were over 1500 attendees at Girls Night Out. The first Guys Night Out held had over 600 attendees.

### **Adjournment**