

Academic Deans' Council
September 15, 2016
Provost's Conference Room
Minutes

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

Minutes:

1. Topic: Minutes from September 8, 2016
Minutes approved.

Old Business:

2. Topic: Lilly Conference (Don Topliff)
 - D. Topliff informed members C. Parks has made hotel arrangements for conference attendees and Travel Authorization Forms have been sent to attendees for signatures. Airline reservations will be done as soon as the TARs are received by C. Parks.
3. Topic: IDEA Software (Don Topliff)
 - D. Topliff informed members a conference call was held again two days ago. They are validating core data now. Expect an announcement of faculty training dates within the next few days. Course designers should also attend training. Training will be webinars. Recorded webinars will be available through Blackboard training and on the Accountability website.
 - An email will be sent to students with instructions for log-in.
 - An email to faculty to complete objectives will come from A. Hobbs.
4. Topic: IE Distribution (Don Topliff)
 - D. Topliff shared information from the Legislate Budget Board. He will send this information to members by email. He used this information to calculate the distribution of VPAA IE funds. He will send this spreadsheet to members as well. He will retain some funds in the VPAA IE account. 75% of the funds will be disbursed during the fall semester and 25% will be disbursed during the spring semester.
5. Topic: Budget (Don Topliff)
 - D. Topliff informed members there should be a significant amount in over-realized funds. The funds generated from students will be spent on faculty lines.
6. Topic: SACS/COC Documents (Don Topliff)
 - D. Topliff told members they should now have access to the J drive with all documents and supporting documentation of the 2013 Compliance Reports from the last SACS visit.
 - D. Topliff said he will be attending the SACS conference in Atlanta in December and invited members to attend as well if able.
 - Deans should have access to core course materials in SPOL. Training may need to be arranged for faculty to enter core curriculum in SPOL.
 - D. Topliff informed members Ellucian and Blackboard "higher ups" will be here in October.

7. Topic: Tenure and Promotion (Don Topliff)

- D. Topliff reminded members the portfolios for faculty going forward for tenure and promotion are due tomorrow. He also said the group needed to get back to work on the OPs and get those done.

New Business:

8. Topic: Memberships (Don Topliff)

- D. Topliff said the University does not normally pay for individual memberships but may make exceptions in some cases. The University does have a NACADA University membership but it provides no benefits to the University. NACADA Individual memberships get discounts.

9. Topic: Enrollment (Don Topliff)

- D. Topliff informed members B. Hawkins sent a report out this morning by email. Total enrollment is 9001. On-campus enrollment is up 448. Enrollment is predicted to reach 10,000 on-campus students by 2020. Retention rate is 67.4%.

10. Topic: Audits (Don Topliff)

- D. Topliff told members every year the system auditors come up with an audit plan and every component has input into this plan. The audit plan for this year includes the auditing of Special Items for fiscal year 16. This audit will not halt fiscal year 17 Special Item expenditures.

11. Topic: Lab Hours (Don Topliff)

- D. Topliff informed members faculty were shorted on pay for their summer salaries for labs. He said he sent out an email yesterday to affected faculty members with an apology and explanation and assured them they will receive the correct pay.
- D. Topliff told members to expect a discussion on 3-hour labs versus 2-hour labs.

Roundtable

Leslie Mayrand

- Mentioned the parking issues caused by the construction project. D. Topliff informed members a plan for remote parking is already in place and will be implemented soon. A shuttle will take people from the parking lot near the baseball fields in front of the Junell Center to the ½-circle drive near the CHP, then to the area near the Cavness loading dock, back to the CHP stop, and back to the baseball parking lot.

Paul Swets

- Mentioned the report showing students enrolled in classes they already have credit for. He brought up the need to document efforts of contacting students about this issue especially for audit purposes.

John Wegner

- Sent an email regarding the proposal for ASU to talk to high school counselors and teachers to discuss which dual credit courses should be taken for the specific degree sought by the student. J. Wegner offered to work with Admissions to facilitate this effort.

Adjournment