

**Academic Deans' Council**  
**October 20, 2016**  
**Provost's Conference Room**  
**Minutes**

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

**Minutes:**

1. Topic: Minutes from September 28, 2016  
Minutes approved.

**Announcements:**

- D. Topliff informed members the Texas Council of Chief Academic Officers (TCCAO) met yesterday and discussed a draft marketable skills list for the communication discipline. Communication was the pilot group and F. Madero was a member. D. Topliff said there were concerns about what the Coordinating Board expectations are regarding marketable skills and the project has been put on hold until further guidance is received.

**Old Business:**

2. Topic: Departmental Meetings (Don Topliff)
  - D. Topliff informed members the department faculty meetings with the President and Provost are continuing.
3. Topic: IDEA Training (Don Topliff)
  - D. Topliff said a session recording is posted on the Accountability website.
  - D. Topliff reported that as of last Friday there are 30 faculty members who have not completed the OSF.
  - It was requested that the faculty be given the schedule of emails to students and the link address so they may distribute it as well.
4. Topic: Assessment (Don Topliff)
  - D. Topliff informed member the graduate program assessment at ASU is being audited by the Texas Tech University System.
  - A strategy will be created to deal with the assessment process as soon as B. Hawkins returns from a conference next week.
  - Negotiations are still on-going with Ellucian to implement Blackboard Outcomes. This may take some time so SPOL needs to continue being used.
  - D. Topliff asked the deans to let him and S. Keith know what the current process is being used for graduate program assessment.
5. Topic: OP 06.28, and 06.29 (Don Topliff)
  - K. Schell reviewed with members the updated drafts of the OPs that included changes because of feedback received from faculty members.
  - Further discussion will be held after the Faculty Senate comments on the new drafts are received.

6. Topic: Suspension and Probation Processes (Don Topliff)
- J. Wegner informed members of the need for a few changes to the process and for a standardized appeal form that each student will complete no matter what college they are in. A draft was presented for review. The form will begin as a pdf and eventually become a Banner form. Changes to the process will require changes to OP 10.07.
  - J. Wegner told members the USTD 1101 course has not really met expectations and most of the original goals are now covered by other means. J. Wegner proposed terminating USTD 1101 and opening the Tutor Center from 8am-2pm as a study hall. Members approved this proposal.

**New Business:**

7. Topic: New Faculty Hires (Don Topliff)
- D. Topliff informed members the University is expected to continue to grow and projections indicate over 300 more freshman are expected in 2017 than we had in 2016. We will have a better idea what is needed for 2017 Fall in January/February.
  - D. Topliff asked members to begin now to look at how many new faculty hires may be needed next year. Job postings will need to be placed soon.

**Roundtable**

Don Topliff

- Reminded members to be cautious when having conversations in the hallways or other public places.

**Adjournment**