

**Academic Deans' Council**  
**November 10, 2016**  
**Provost's Conference Room**  
**Minutes**

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

**Minutes:**

1. Topic: Minutes from October 27, 2016  
Minutes approved.

**Announcements:**

- D. Topliff informed members J. Akin was promoted to vice president for development and alumni relations and there was no change in salary.

**Old Business:**

2. Topic: Dual Credit (D. Topliff)
  - D. Topliff said this is really a core curriculum issue that affects Dual Credit.
  - The THECB has removed ENGL 2307 from the core because it is primarily a skills based course.
  - ASU receives formula funding for dual credit core courses taught. Other courses do not affect formula funding. There was some discussion regarding dual credit courses being taught that are not part of the core. There will be further discussion at a future meeting.
3. Topic: Assessment (K. Schell)
  - K. Schell informed member B. Hawkins and K. Corder will work on reconstruction of data in SPOL. There is data entered but it is unknown where the data is ported to.
  - K. Schell will head the redesign of the assessment process. He is researching available platforms other than SPOL. SPOL will continue to be used for the foreseeable future.
  - Focus is on the core right now until it is cleaned up and then will work on the program level.
4. Topic: OP 06.28, and 06.29 (K. Schell)
  - K. Schell distributed the latest drafts of the OPs to members earlier this week. Because of some faculty feedback a particular section of OP 06.28 was discussed for possible revision and the preamble of OP 06.29 was discussed. K. Schell plans on the finished version by December 1.
  - K. Schell will work on a new OP for non-tenure-eligible faculty over the Thanksgiving holiday and present a first draft after talking with the stakeholders who have a large number of faculty in this status. This new OP will be based on OP 06.25.
5. Topic: Faculty Evaluation (D. Topliff)
  - D. Topliff reinforced that faculty members need to take the peer review more seriously and take responsibility. Inaccurate reviews can create legal problems in the future.
  - There was some discussion of "organizational citizenship" criteria being included by the departments. D. Topliff said as long as it is well defined it should be included.

6. Topic: Tenure and Promotion (D. Topliff)
  - D. Topliff said submission of portfolios is on track and has already started receiving some.
7. Topic: Degree Works Update (D. Topliff)
  - D. Topliff said some issues are still being worked through but it is back on track. No launch date has been set and will not be until Degree Works is proven to work correctly.

### **New Business:**

8. Topic: Upswing (J. Wegner)
  - J. Wegner informed members a pilot program for on-line tutoring will be implemented beginning the spring semester. He said the pilot program will cost \$3,500, will run for 5 months, and the contract allows for 50 hours per week. Upswing will do the marketing and a link will be included on the tutoring center website. This program will include only freshmen and sophomores at this time and a list of students authorized to use the service will be provided to Upswing. Upswing will provide analytics to ASU to evaluate use of the program.
9. Topic: Digital Measures (D. Topliff)
  - C. Jones informed members he and D. Topliff spoke with a representative from Digital Measures. P. Swets has also had contact with the representative. Some services provided by this company include tracking credentials, faculty activity reports, work flow, and electronic annual faculty evaluations. Texas Tech uses this program.
  - There was some discussion. A webinar will be arranged to demonstrate the program.

### **Roundtable**

Kim Livengood

- Informed members the Faculty Senate will give a presentation on the new Athletic policy regarding faculty contact. The next policy being worked on is regarding instructors.

Paul Swets

- Proposed Instructors teach 30 hours instead of 24 with an appropriate increase in salary. This means only 2 more classes. He will write up a proposal and send it to members for future discussion.
- D. Topliff said the Texas Academic Code says an instructor teaching load should be 5/5.

John Miazga

- Reported there are 29 Korean student teachers coming in.
- A pilot program for self-improvement for accreditation is in the works.

Carolyn Gascoigne

- Reminded members K. Cody is speaking today as part of the brown-bag faculty speaker series.

Leslie Mayrand

- State Board results are 93%.
- Invited all to attend a Greater Tuna production starring T. Smith and C. Baccus.

### **Adjournment**