

**Academic Deans' Council**  
**December 8, 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 November 17, 2016  
Minutes approved.

**Announcements:**

- D. Topliff reminded everyone the President's reception is today.

**Old Business:**

2. Topic: Suspension Appeals (J. Wegner)
  - D. Topliff shared with members the form letter email sent out to students on suspension but not currently enrolled. In the last 15 years there are about 9000 students in this category but the email was sent to only those who were enrolled at some time since 2010.
  - J. Wegner said that advisors have met with some of these students. Right now only one has filed an appeal. The appeals committee will meet next week.
  - J. Wegner also alerted members to a spam email purporting to be from FAFSA. Some students and parents think this email is coming from ASU.
3. Topic: Fifth Year Report (D. Topliff)
  - D. Topliff told members he did not have a lot to report back regarding the SACS conference. Copies of ten other institution's 5<sup>th</sup> year reports were obtained for review. The top issue for all was assessment.
  - The process to form the committees has begun.
  - After the break a document will be put together with timelines, committees, committee membership and chair information. This document will be shared with faculty and department chairs so everyone has the information.

**New Business:**

4. Topic: Memberships (D. Topliff)
  - D. Topliff informed members he has received a handful of membership approval requests that appear to be for individuals. He asked members to remind everyone that the University does not pay individual memberships. Any requests for individual memberships he receives will be denied.
5. Topic: Software (D. Topliff)
  - D. Topliff informed members he met with IT people recently about general IT issues and wanted to give a brief update of what is happening.
    - Degree Works is still on track.
    - A contract with Upswing is being worked on. The contract is for the 24/7 tutoring pilot program.

- Blackboard slack time is 3-5:00 am but the lowest number of users during that time frame has been 300.
- Digital Measures representatives met with D. Topliff and C. Jones at the SACS conference for a brief presentation of their product. It is basically a database program which can be used for SACS credentialing and will generate various reports. Integration with Banner is possible but difficult and expensive. There is a workflow module in beta testing right now that looks very promising.
- Salesforce is a program developed for businesses and is currently used extensively by Student Affairs. Seven apps sit on top of Salesforce. Target X is a new module being implemented in February and will replace six of the seven apps. Target X will be used for recruitment for fall of 2018. Other modules available are a student success module and a development module.

**6. Topic: Faculty Issues (D. Topliff)**

- D. Topliff said that all faculty have been talked with about relationships between faculty and students but there continues to be issues. He is dealing with another situation right now. He asks for ideas to help get this concept across to faculty. There is already required Title IX training.

**Roundtable**

Susan Keith

- Gave members a brief report of the RIO Bootcamp conference she recently attended. ASU is already doing good things but there are some changes that need to be made. There is a need to hold responsible conduct research workshops and those are in the planning stage. She shared a poster on research that has been created and will be printed and distributed. Bookmarks are also being created. Assessment results may not be used for research presentations.
- The number of graduating graduate students has increased significantly. There are 128 graduates for the 10 am session and 64 for the afternoon. Volunteers are being sought to help the students put on hoods.

Kim Livengood

- Reminded members the Faculty Senate meeting is next Wednesday.

**Adjournment**