

**Academic Deans' Council**  
**February 9, 2017**  
**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 February 2, 2017  
Minutes approved as is.

**Announcements:**

- K. Livengood reminded members the call for nominations for the Presidential awards has gone out and gave a brief overview of the requirements and process. Nominations are due the Friday before Spring Break. D. Topliff asked members to encourage all departments to make nominations in one or more categories.

**Old Business:**

2. Topic: Degree Works (D. Topliff)
  - D. Topliff informed members more marketing information will be distributed soon. The roll out will be in the middle of June. There will be lots of training opportunities available and the Deans will have their own seminar/training sessions. CAPP will run in parallel with Degree Works until Catalog 2015-2016 expires.
3. Topic: Hiring Freeze (D. Topliff)
  - D. Topliff said we still don't know what the process to request a waiver will be. Blanket waivers for approval to hire adjuncts and faculty for summer shouldn't be a problem. The freeze only affects positions paid with general revenue funds.
4. Topic: Instructor Pay (D. Topliff)
  - D. Topliff began a discussion of the pros and cons on a 5x5 teaching load salary increase of 20% or 25% above the 4x4 load. There was some discussion. D. Topliff will get a fiscal analysis done by next week's meeting and this issue will be on the agenda for resolution.
5. Topic: OP Update (D. Topliff)
  - D. Topliff said OP 06.23 and 06.28 motions have been moved from the February Board of Regents meeting to August. He informed members of his conversation with System Legal and they brought up some concerns. There was some discussion. D. Topliff will create red-line versions of the OPs incorporating the changes for discussion at the next meeting.
6. Topic: Budget (D. Topliff)
  - D. Topliff said House committees should be announced today. There are several proposed bills regarding tuition. He expects to go to Austin next week to testify before the House.
  - Budgets should be entered in SPOL at the same funding level as the current fiscal year.

## **New Business:**

### **7. Topic: Online Courses (D. Topliff)**

- D. Topliff informed members there were 3 online courses of the same class that only had a syllabus posted 7 weeks into the semester and it was a very poor syllabus. He said the department chairs need to check every syllabus in their department and make sure they have all the required elements and that the syllabus makes sense. He told the deans to make sure the chairs know this. The OP will be changed to state a syllabus must be posted before the first class day.

### **8. Topic: Processes on Campus (D. Topliff)**

- D. Topliff said processes currently done for hiring faculty and those regarding official employee files will be reviewed. He is trying to find out why we do things this way and is looking to improve efficiency and eliminate redundancy. He asked members to let him know of any processes they have in their area that they would like looked at.

## **Roundtable**

Paul Swets

- The Moon lecture is scheduled for March 27-28.

Kim Livengood

- The Faculty Senate will vote on OP 06.29 next meeting.
- The committee is still working on the instructor policy.

John Wegner

- The Early Alert report had some issues because of how information was entered. Better instructions will be created and distributed.

Clifton Jones

- Brought up the email from Purchasing regarding the new economy fare from American Airlines. There was a brief discussion.

## **Adjournment**