

Academic Deans' Council
April 13, 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 April 6, 2017
Minutes approved with correction.

Old Business:

2. Topic: OP Update and Discussion (D. Topliff)
 - D. Topliff had asked members to closely review OP 06.31 and 06.XX and to be prepared to discuss the policies at the next meeting. This discussion was put on hold for a future meeting.
 - OP 06.29 was sent to System Legal and their response was the policy will be rejected if sent to the Board of Regents as is. There were several items of concern. Since this OP was taken from section 8 and 9 of OP 06.23 D. Topliff will put those sections in policy format for OP 06.29 and have a draft ready for the next meeting.
3. Topic: Budget (D. Topliff)
 - D. Topliff told members the House bill is out and it did not change from the draft that was released earlier. It mandates a 4% cut and is now going to committee.
 - Faculty searches already approved are pretty much done except for a couple still in progress. Any other upcoming openings will be filled by instructors. Until the budget is set we are in a holding pattern.
 - Software Update
 - IT will be sending an invitation for another Degree Works demo. This one will be more comprehensive than the first. The full function of Degree Works won't happen until Banner 9 is up and running.
 - Soft launch of Degree Works will be around the first of July. Degree Works should be fully in place for Spring registration. Demo and introduction for advisors will begin in the next 2-3 weeks. Degree Works training for advisors will be held later.
 - The Blackboard renewal contract is still in process.

New Business:

4. Topic: Drop Dates (D. Topliff)
 - D. Topliff said there was a request to discuss drop dates. Current policy sets the drop date in mid-semester. To drop a course after that date a Dean's signature is required. There is a difference between 8-week courses and 16-week courses and they do have separate drop dates. One factor in setting a drop date is financial aid.
 - There was some discussion. It was proposed to set the drop date later in the semester and have an absolute deadline established. D. Topliff will check with Financial Aid and the Registrar's Office for input. Further discussion will take place at a future meeting.

Roundtable

John Wegner

- A letter of academic suspension release was requested by another institution from ASU. This type of letter is occasionally requested. There is no standard for such letters. It was proposed that the Registrar's Office be the point of contact for such requests and a form letter is created. J. Wegner will work with C. Weeaks to draft a letter and will run it by legal counsel before a draft is presented to members.

John Miazga

- Expressed concern regarding Blackboard support. Currently there are two people but one will possibly be leaving before fall.
- Informed members he attended a meeting last week with the Commissioner of Education. The Commissioner wants \$100,000 from every University president for public schools.
- CAEP will be on campus next week Friday through Monday.

Kim Livengood

- Reminded members the Faculty Senate Executive Committee meeting is next week.

Susan Keith

- Informed members there are 30 graduate and 40 undergraduates participating in the Research Symposium. 18 graduate students will receive awards.

Clifton Jones

- Began a short discussion of instructional designers assisting in providing support for Blackboard. D. Topliff will check with D. Fox to make sure Blackboard is sufficiently supported. C. Jones met with R. Schkade about Blackboard and a campus-wide template for grades.

Sharynn Tomlin

- Informed members 8 proposals for summer Study Abroad programs have been approved.

Paul Swets

- Asked about Chair evaluations and when they will be sent out. D. Topliff will check with B. Hawkins for that information.

Adjournment