

**Academic Deans' Council**  
**May 11, 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 May 4, 2017  
Minutes approved.

**Announcements:**

- D. Topliff shared a draft calendar for Core Committee and University Curriculum Committee meetings. He will send the draft by email and asked deans to share it with department chairs for comments. The calendar will be discussed at the next meeting.

**Old Business:**

2. Topic: Graduation (D. Topliff)
  - D. Topliff said there will be 981 students walk at graduation pretty much equally divided per session.
  - D. Topliff said graduation numbers will continue to grow and we may need to revise how graduation is conducted. There was a short discussion. He asked deans to poll department chairs and faculty for ideas. This subject will be addressed at a future meeting.
3. Topic: Faculty Evaluations (D. Topliff)
  - D. Topliff said the Faculty Senate asked to look at the ability to drop students who are absent for a particular number of days. He said that cannot be done because of student loan issues and if the course is dropped it starts the six drop count. Faculty Senate also asked for the ability to exclude students from participating in faculty evaluations if they have a certain number of absences. D. Topliff spoke with A. Hobbs about this issue and he said it cannot be done.
4. Topic: Rodgers Awards Discussion (D. Topliff)
  - K. Livengood said only two members had not submitted their nominee reviews. The deadline for selection of award winners is Friday, May 12.
  - D. Topliff said the Development Office created the rubric. All agreed the structure is problematic and it was suggested the nomination and selection process be reviewed as well. D. Topliff will talk with J. Akin to determine exactly what Gary Rodgers intentions and wishes are. D. Topliff said a committee will be formed to work on the rubric but that won't happen until late in the summer.
5. Topic: Budget (D. Topliff)
  - D. Topliff informed members the LBB projection on revenue from tuition is fixed and that should mean about \$1.5 million more per year to ASU.

- D. Topliff said the small school supplement in formula funding breakpoint is set at 10,000. Smaller enrollment numbers means more money. Dual Credit students are counted in this formula and that has pushed us closer to the 10,000 mark.
- We should know May 31 what our budget is or if there will be a special session.

### **New Business:**

#### **6. Topic: Textbook Costs (D. Topliff)**

- D. Topliff said he received a phone call from a company, Eduline, who works with publishers and bookstores and has a partnership with Follett to offer textbooks about 40% off publisher's price. Eduline puts a link in Blackboard on the list of required books for each course which the student can use to place an order right from there. D. Topliff will set up a meeting with deans and available department chairs for a presentation sometime in June. D. Topliff said this is just a first step in gathering information.

### **Roundtable**

#### **John Wegner**

- Said he looked into the reservation of Carr 101 since it was mentioned at the last meeting. He learned it is for an orientation program for Summer 1 and Summer II students who registered early for fall classes but did not register for any NSO session. It is expected that 30 new students and 60 transfer students would be involved.
- The NSO session May 19 is for Carr Scholars who are TSI exempt.
- Updates will be sent out with the number of core course seats available. Department chairs will be asked for the absolute maximum number of seats per core course. J. Wegner will send out a spreadsheet. Department chairs will still control the number of open seats at any given time.

#### **Carolyn Gascoigne**

- Informed members English is tweaking prerequisites for sophomore literature courses.

#### **Don Topliff**

- Shared a news article about the Western Governors University-Washington agreement for graduate school.

### **Adjournment**