

**Academic Deans' Council**  
**August 31, 2017**  
**Provost's Conference Room**  
**Minutes**

**Present:** E. Ashworth-King, C. Gascoigne, C. Jones, S. Keith, L. Mayrand, J. Miazga,  
P. Swets, D. Topliff, J. Wegner

**Minutes:**

1. Topic: Minutes from August 3, 2017.  
Minutes approved.

**Announcements:**

- D. Topliff reminded members the Ram Jam is today. The Development Office will host new faculty members in the VIP box at the football game.
- D. Topliff reminded members of two events going on September 12 - the opening of the Remnant Trust and the Hispanic Heritage Month Lecture.

**Old Business:**

2. Topic: Degree Works (D. Topliff)
  - D. Topliff said the rollout is done. Advisors are training on SEP and faculty training is ongoing right now. The rollout to students will first include the ability to look at their degree plan. In the future they will be able to build their degree plan.

**New Business:**

3. Topic: Students Impacted by Storms (D. Topliff)
  - D. Topliff said he appreciated everyone's willingness to work with students impacted by the storms. He talked with A. Wright about refunding tuition if a student drops classes late because of the situation. D. Topliff said several faculty and students have been mobilized to help in the storm affected areas. He also mentioned the Coordinating Board is allowing some flexibility in class census day.
4. Mini Grant Proposal
  - D. Topliff reminded members he sent the proposal by email. He said S. Keith and C. Gascoigne put this proposal together. There was some discussion. It was suggested that the timeline for the research grant deadline by August 31 to allow work over the summer break. The Faculty Learning Commons (FLC) is the reviewing body. It was noted that not every College was represented in the FLC and that it is Ad Hoc at this point. Further discussion at a future meeting.
5. Topic: Bookstore IncudED Courses (D. Topliff)
  - D. Topliff said this is a program where ASU would contract to provide course materials. A fee would be charged students on their bill to cover textbooks. The pilot program will include College Algebra and Psychology 2301. It was suggested to include Communication 1315 as well. The pilot program will begin 2018 Spring.

7. Topic: Spring Schedule Build (D. Topliff)

- D. Topliff said he sent the schedule build to members by email last week. The schedule allows three weeks of advising before registration begins. He asked if any modifications were needed and members said to leave it as is.

8. Topic: Catalog Rules (D. Topliff)

- D. Topliff said some rules in the Catalog are mandated by laws, some rules are set by ASU, and some rules are set by SACS. He said some rules can be waived and some can't.
- C. Jones said transfer credit from accredited institutions is not a requirement found anywhere in the Catalog or OPs. He said the College of Business will be making a rule that transfer credit from an unaccredited institution may be applied only to University core courses or electives. There was some discussion on ACE certification of courses.

### **Roundtable**

John Wegner

- Informed members all students on academic probation have four hours of Study Hall. There is a pie chart on the Grades First page that tracks these hours.
- C. Weeaks and J. Wegner will be visiting Texas State University to see how they prebuild freshmen schedules. They are also using Degree Works and Grades First.
- At the conclusion of advising appointments students will complete the Undergraduate Advising Assessment Survey. The results will go to the J. Wegner first and he will then distribute results to the Deans.
- GS 1181 has 1560 students enrolled this semester. 10 classes have over 50 students. There is a need to expand from Monday and Wednesday at noon because classes are too big and there are not enough physical classrooms available. Since the program has now been running for five years it is time to assess. J. Wegner proposed to form two groups made up of GS 1181 instructors. One group will look at Fall B and Spring courses and the other will look at Fall courses.

Carolyn Gascoigne

- Mentioned the annual evaluation deadlines are causing two meetings for the Peer Review committee. D. Topliff said the deadlines for 2<sup>nd</sup> year faculty are set as is because of the deadline required for non-reappointment notification.

Leslie Mayrand

- Informed members the Monday Girls Night Out had over 1300 in attendance. The Tuesday Guys Night Out had over 750 in attendance. There were 50 volunteers each night.

Don Topliff

- Informed members if there is a change to credit hours for non-STEM courses (do away with labs), then need to figure out what to do with those 2 hours. Discussion on this issue will be at a future meeting.

### **Adjournment**