

Academic Deans' Council
September 21, 2017
Provost's Conference Room
Minutes

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

Minutes:

1. Topic: Minutes from September 14, 2017.
Minutes approved.

Announcements:

- D. Topliff said the new building to house Archer Health and Human Services will be completed mid-December but move in won't happen until January 2. Once all departments are moved out of the Vincent building it will be renovated before anyone starts moving in. It is expected move in will be during Spring Break beginning with the Engineering department so the portable buildings can be cleared out, sold, and gone during summer. The portable buildings are in the area where the West Texas Collections building is going and since the money for that building is already in hand we want to start building as soon as possible. Human Resources will move to the Hardeman building as soon as the Security Studies and Criminal Justice department moves into the Vincent building.

Old Business:

2. College of Business T&P Standards (C. Jones)
 - C. Jones presented revised Tenure and Promotion Standards specific to the College of Business. The revisions are minor and necessary for accreditation purposes. These standards are under the old OP for this year only until the new OP takes effect in 2018 Fall. Members unanimously approved the revisions.
3. Topic: Retention (D. Topliff)
 - D. Topliff sent a retention report to members and department chairs. This will also be discussed at the Deans and Department Chairs/Heads meeting next week. This is a point of discussion at the department faculty meetings with the President and Provost.
 - The 1st to 2nd year retention rate is staying flat at 67.1%. D. Topliff said the challenge will be put to the departments to take this information and come up with ideas on what can be done to improve this retention rate. He acknowledged there are many factors involved. He wants to know what we are doing, why we are doing it, and how can we improve.
 - The report will be run after the 20th class day and be shared with all faculty.
4. Budget (D. Topliff)
 - D. Topliff said the President and Vice Presidents have discussed salary increases and if there will be an increase it will not happen until January 2018.
 - D. Topliff said he is working on the Instructional Enhancement funds and reminded members \$50,000 has been put to the mini grant program..

- A. Wright is working on the 2017 summer budget and SCH report to break it down to the department level and it will be distributed soon.
- D. Topliff informed members the 2018 summer budget has been set at \$1.5 million.

New Business:

5. Topic: Pre-enrollment Schedule Build (J. Wegner)

- J. Wegner said he and C. Weeaks visited Texas State University to learn how they prebuild Freshmen schedules. Texas State pre-enrolls 6000 incoming freshmen and 75-80% stick with their prebuilt schedules.
- J. Wegner presented a proposal for New Student Orientation and prebuilding schedules. At this time the dates for NSO have not been established. However, there will be no late-May NSO and all NSOs will be open to everyone.
- The advising sessions at NSO will focus on the student's major and resolving any issues with the prebuilt schedule. The selection of a GS 1181 course will be done during this session. There must be an academic reason to change the schedule.
- Some 4-year degree plans will need to be revised to make sure that the GS 1181 course is taken in the first semester.
- D. Topliff said to share this proposal with department chairs. There will be further discussion at a future meeting.

6. Distance Ed (D. Topliff)

- D. Topliff sent members an email with a spreadsheet of Distance Education listings on the Coordinating Board Portal. He asked members to review the information and give him any changes, additions, and/or corrections. D. Topliff said he now has access to the Portal to make changes but not until October 15.

Adjournment