

**Academic Deans' Council**  
**September 28, 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 21, 2017.  
Minutes approved.

**Announcements:**

- D. Topliff informed members “Dine with the Dean” begins today. The dean at today’s lunch is, Clifton Jones, College of Business. This event is arranged by the Office of Development.

**Old Business:**

2. IE and DE Distributions (D. Topliff)
  - D. Topliff showed a spreadsheet with Instructional Enhancement (IE) numbers and calculations. The VPAA reserve amount includes the \$50,000 for the mini grants. Disbursement of funds will be 75% in fall and 25% in spring. IE funds will be reviewed in the spring and disbursement amounts may go up because of over-realized revenue.
  - D. Topliff said there was no spreadsheet for Distance Education (DE) funds because salaries have used all the funds. He said he has asked for some fund balance money to be moved to the VPAA DE account and said requests for DE funds should come to him by memo or email.
3. Budget (D. Topliff)
  - D. Topliff said the 20<sup>th</sup> class day passed (it was Friday) and the President and Vice Presidents are working the numbers to determine over-realized tuition funds. Salary increases are still a possibility.

**New Business:**

4. Topic: Assessment Progress (K. Schell)
  - K. Schell gave members a brief update on the progress of entering assessment in SPOL and shared a progress report. The data for the core is in and done. The push now is to have all the “use of results” entered for all years (2014-15, 2015-16, 2016-17) by January. D. Topliff will send a copy of the SPOL report to members. K. Schell will send department chairs screenshots of just their areas because they don’t need the entire report. K. Schell will give a progress report to the deans at the fourth meeting of each month.
  - There is a Blackboard site under the Office of Accountability that has everything for assessment – training videos, assessment audit, etc.

6. Department Chair Changes (D. Topliff)

- D. Topliff informed member of changes coming up with department chairs. One department chair has given notification of his retirement effective August 2018 and another department chair has given notice he will return to full-time faculty status August 2019.

7. Topic: Academic Coaching Position (J. Wegner)

- J. Wegner informed members a person is to be hired to be an Academic Coach/Early Alert Coordinator. The salary will be paid with USTD 1101 fund balance for two years. This position will start in January. Advisors will no longer have Early Alert as part of their duties. The cohort targeted first will be students with ACT scores in the 17-19 range and the Coach will begin contact with them during the summer.
- J. Wegner told members the dates for NSO have been set. All NSO sessions will be open to all students. The sessions will be capped at 250-275. The orientation registration fee has been raised to \$40 per student and \$20 per guest. Dates for 2018 NSO: June 14, 15, 28, 29, July 12, 13.

**Roundtable**

John Wegner

- The group reviewing the GS 1181 spring courses are working on a redesign so there will be two different types of GS 1181 courses offered in spring. The redesigned courses will focus on skills and classes will be kept small. The group reviewing the fall courses will give a report later.

Carolyn Gascoigne

- The Great War Series lecture is tonight.

**Adjournment**