

Academic Deans' Council
October 5, 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 28, 2017.
Minutes approved.

Announcements:

- D. Topliff reminded members two department chairs have given notice to either step down or retire. He then informed members T. Drost is leaving the Office of the Provost to take the Academic Administrative Assistant to the Dean position in the College of Education.

Old Business:

2. IncludedED Pilot (D. Topliff)
 - D. Topliff informed members the digital textbook pilot program will begin in the spring with some of the precalculus courses and some PSY 2301 courses and J. Manning is working with the chairs to implement the program. There was some discussion of what to use to measure the results of the pilot program. D. Topliff said another pilot program will be conducted in the 2018 fall semester that will add a couple more courses. The results of the two pilot programs will be evaluated before a decision is made to expand the service campus wide.
3. OPs to Update (D. Topliff)
 - D. Topliff said he received a list of OPs coming up for review in November. He asked members to look at the policies and be prepared to discuss them at a future meeting. The OPs are: 06.03, 06.04, 06.05, 06.17, 06.26, and 06.27.
4. Topic: Budget (D. Topliff)
 - D. Topliff said he has not talked with A. Wright regarding over-realized revenue but expects to have information at the next meeting.

New Business:

5. Topic: Social Media (D. Topliff)
 - D. Topliff said he was concerned with how social media is being used on campus. There was some discussion. J. Wegner said some time ago he was on a committee working on a social media policy but it was geared toward employees, departments, and student groups. On the ASU website there are pages on social media including guidelines. D. Topliff told members to speak with the department chairs to make sure the guidelines are understood and to be sure that department and college social media sites are registered.

7. Chairs and Professorships (D. Topliff)

- D. Topliff informed members many of the chairs and professorships are not endowed and have no source of funding other than the money he designates from E&G funds. He said he funded these chairs and professorships this year but it is not sustainable. The chairs and professorships have been identified and Development will be contacted to try to find donors to take the responsibility for funding. There was some discussion. OP 06.21 is up for review and it is on the Faculty Senate October agenda to form a review committee.

Roundtable

Erin Ashworth-King

- Informed members the Faculty Senate expressed a concern regarding the influence chairs and deans might exert on the implementation of T&P policy. D. Topliff said suggestions for changes may be made by deans and chairs but the policy is driven by faculty to determine the process with oversight by deans and chairs.

Clifton Jones

- The College of Business has formed a committee to develop policy for non-tenure-track faculty members before the semester is out.

Paul Swets

- Said the contracts for instructors do not include extra duties such as Director of Developmental Math and so these duties are not included as part of the annual evaluation. There was a brief discussion on including these duties in the contracts.

John Wegner

- Informed members the NSO transfer orientation will still be held but no date has been determined. The format, procedures, and goal of the transfer orientation will be reviewed and advisors and chairs will be contacted for input.
- Early Alert notices are also sent to students informing them a faculty member initiated an alert and the reason. Some faculty members would like the student to also receive the note that faculty members can attach to the alert but that will not be implemented.

Carolyn Gascoigne

- Reminded members the Holland Symposium is October 16 and the subject is social media.

Adjournment