

Academic Deans' Council
February 15, 2018
Provost's Conference Room
Minutes

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

Minutes:

1. Topic: Minutes from February 8, 2018.
Minutes approved.

Announcements

- D. Topliff informed members the Deans and Department Chairs/Heads meeting this afternoon will be concluded by 3:30 pm to allow members time to return to their offices to participate in the fire drill scheduled for the academic buildings. He referred members to the email sent out by S. Spooner for details of the drill.
- D. Topliff informed members next week's Deans' Council meeting will probably be cancelled to allow members to attend the Writers Conference and Foreign Affairs speaker events.

Old Business:

2. Topic: Travel (D. Topliff)
 - D. Topliff informed members he received an email from the VPFA regarding OP 70.02 that requires the second page of the Travel Authorization Form be completed and submitted. The second page includes class arrangements. However, he was told the second page is rarely submitted. He was asked to review the OP for any revisions needed. There was some discussion. Since class arrangements for any absence is covered under another OP members approved removing the references to class arrangements from OP 70.02 and change the travel form. D. Topliff said he would let the VPFA know of the Council's decision.
3. Topic: Graduation Requirements (D. Topliff)
 - D. Topliff presented the proposal for graduation requirements submitted by J. Wegner and C. Gascoigne. This is a revision of OP 10.09 and will update information on page 305 in the Catalog. There was some discussion. Some revision was requested and the proposal will be discussed again at a future meeting.
4. Topic: Curriculum (D. Topliff)
 - D. Topliff said a curriculum change form was recently received to change the title of a core course. He informed members there will be no more changes involving core courses this year. The date for the final UCC meeting has not been determined yet because we must wait for Coordinating Board approval of the core first.

New Business:

5. Topic: University Web Site (D. Topliff)

- D. Topliff informed members he learned of several incidents where course descriptions have been put on college and department web pages that don't match the Catalog course descriptions. These discrepancies cause issues including accreditation issues. He said all changes to course descriptions on any web page are required to be approved by the Office of the Provost before going live. D. Topliff said he has spoken with D. Fox about this issue and IT personnel have been made aware of this requirement.

6. Topic: Bookstore (D. Topliff)

- D. Topliff referred members to the email sent out by the new Bookstore manager regarding adoption deadlines and Follett Discover training.
- D. Topliff informed members the incuED pilot program will continue. He asked for feedback on the program. There was some discussion. The class schedules should include a statement that textbooks for the course are part of includedED.

Roundtable

John Wegner

- Informed members advising will begin soon and even though a start and stop date are given advising really doesn't stop. He reminded members the professional advisors don't advise students with more than 45 hours. He asked that departments are made aware that faculty advisors should be available through NSO.

Erin Ashworth-King

- Reported to members a form referred to in OP 06.31 is not attached to the OP on the web. She said the form hasn't been created yet and will correct that oversight and have B. Stewart attach the form to the OP as soon as possible.

Carolyn Gascoigne

- Reminded members the Writers Conference and Foreign Affairs Speaker events are next Thursday.

Adjournment