

Academic Deans' Council
April 5, 2018
Provost's Conference Room
Minutes

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

Minutes:

1. Topic: Minutes from March 22, 2018.
Minutes approved.

Announcements

- D. Topliff informed members the scholarship dinner is tonight and it is a sold-out event.
- D. Topliff informed members of two items going before the Board of Regents in May. The University has received a \$5 million donation to name a college and a \$1 million donation to name a chair.

Old Business:

2. Topic: Commencement Guidelines (D. Topliff)
 - D. Topliff shared with members the proposal for the revised commencement requirements. The proposal, if approved, would become effective for the December 2018 graduation ceremony. D. Topliff sent the proposal to each member by email. There will be further discussion at the next meeting.
3. Topic: Core Curriculum (D. Topliff)
 - D. Topliff informed members the Core was approved for the most part. Several courses in the College of Arts and Humanities were denied but ASU will appeal these courses. D. Topliff will send the approved Core to the deans.
4. Topic: Degree Plans (D. Topliff)
 - D. Topliff said the professional advisors have finished looking at the degree plans and have posted their reports on the R drive in the Freshman College folder. The reports are split by College. D. Topliff asked deans to send these reports to the appropriate department chairs and have them review the degrees. Any changes should be sent from the department chairs to the deans. These changes will go in the 2019-02020 Catalog.
5. Topic: Catalog (D. Topliff)
 - D. Topliff said the 2018-2019 Catalog will have a change in the way the Core is displayed and how the Core is listed on the degree plans. All changes to the degree plans caused by the new Core must be submitted as soon as possible because the Catalog is already very behind schedule for completion.

New Business:

6. Topic: ILP (D. Topliff)

- D. Topliff told members this is the software that coordinates between Banner and Blackboard. Once finalized grades are entered in Blackboard they are immediately updated in Banner through this software. The pilot program for entering grades will run during the first summer term (June 4-July 5). Both standard and non-standard courses will be included. A list of faculty in the pilot program will be distributed to the deans by email within the next couple of days.

7. Topic: SEPs (D. Topliff)

- D. Topliff reminded members the Student Educational Plans (SEP) need to go into Degree Works. Degree Works will not do everything we want it to do until the SEPs are in. Professional Advisors should build the SEPs and then the faculty can tweak them from there as needed. More training sessions will be set up.

8. Topic: Extra Course Fees (D. Topliff)

- D. Topliff told members the courses that require a fee must be in the Global Fee document and the fees must be collected by the Bursar. He said some faculty members are charging students fees for field trips and such. These fees are presented as being optional but they really are not. The faculty members are collecting the money themselves and processing it through their personal accounts. D. Topliff told members to tell the department chairs to tell the faculty members to cease and desist this practice immediately. If a fee is not on the Global Fee document and money is not collected and disbursed by the University, the fee is not allowed.

Roundtable

Erin Ashworth-King

- Faculty Senate elections will be in two weeks.
- There are two OPs left to complete and will be voted on at the May meeting.
- The question of who will evaluate deans and department chairs was asked. D. Topliff said full- and part-time faculty members will do the evaluations. Staff members will not be included.

Paul Swets

- Asked that the drop dates issue be revisited. D. Topliff said he will talk with the Registrar.
- Asked if there was a central person or office to contact that coordinates Blackboard support. Many people are involved in Blackboard support such as IT, eLearning, and instructional designers. Next year a new Faculty Senate advisory committee, Instructional Technology, will be put in place. This might be the body to coordinate Blackboard support.

Adjournment