

Academic Deans' Council
April 12, 2018
Provost's Conference Room
Minutes

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

Minutes:

1. Topic: Minutes from April 5, 2018.
Minutes approved.

Announcements

- D. Topliff informed members two Carr signings are coming up. One is tonight and the other is next Wednesday. He asked all who can attend to please do so. The signings take place in the CJ Davidson.
- D. Topliff informed members the Up and Coming Scholars graduation is May 16. He said these high school students have worked very hard to graduate. Even though not all of these students will attend ASU he asked that members attend the graduation event to support these students. D. Topliff will send members event information by email.

Old Business:

2. Topic: Core Curriculum (D. Topliff)
 - D. Topliff said the documents submitted by the professional advisors on the R drive in the Freshman College folder are a bit confusing. J. Wegner said he and the professional advisors will meet with the department chairs to walk through the advisors template and help revise the degree plans.
 - D. Topliff emphasized again the need for departments to determine what really needs to be a degree requirement. He said if a substitution for a course is being made 25-30% of the time, then the course really isn't a requirement. These changes will be effective for Fall 2019.
 - D. Topliff said the denied core courses are in the process of being appealed. The appeal will be submitted next week at the Coordinating Board and then they have two weeks to respond.
3. Topic: Catalog (D. Topliff)
 - D. Topliff said the 2018-2019 Catalog format has been worked out. The Core will be displayed on one page and the degree plans will reference that page. The Catalog and Degree Works should look alike. The degree plans are being worked on by B. Stewart to convert to the new format. The new format is very similar to the old one and should be easy to review and revise as necessary. The revised degree plans need to be submitted as soon as possible.
 - D. Topliff informed members the 2019-2020 Catalog will be split into separate catalogs for Graduate and Undergraduate. Curriculum changes for the 2019-2020 Catalog will be tackled beginning September 2019 and should be done by the beginning of November.

New Business:

4. Topic: Degree Works BPA (D. Topliff)
 - D. Topliff told members the business process analysis for Degree Works will begin soon. Deans will be involved and IT will lead us through the process. More information at a future meeting.
5. 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.
6. Topic: Faculty Positions (D. Topliff)
 - D. Topliff told members he is holding the many requests submitted recently and will speak to each Dean separately regarding the requests. He said he is also concerned with release time given to so many faculty and asked that all release time be reviewed for necessity.

Roundtable

Erin Ashworth-King

- April 18 is the State of the University address and then Faculty Senate elections will be held.

Paul Swets

- Informed members an email from the auditor regarding e-learning triggered a distance education meeting. He again brought up the issue of whom to contact for support.

John Wegner

- Informed members EAB mobile is on track and students will download the app at NSO.
- NSO advising training is for faculty members who will be attending NSO to advise students.
- First-time Freshman numbers are flat. Three spreadsheets with data to be used for retention purposes will be distributed by email to members next week. He asked members to make sure to tell faculty when they meet with students to tell the student it is okay to change majors and then help find the right spot for them. The professional advisors will also advise upper-class students if they are considering changing their major.

Adjournment