

Academic Deans' Council
June 14, 2018
Provost's Conference Room
Minutes

Present: C. Gascoigne, M. Gritter, C. Jones, S. Keith, J. Miazga, P. Swets, D. Topliff

Minutes:

1. Topic: Minutes from May 24, 2018.
Minutes approved.

Old Business:

2. Topic: Catalog (D. Topliff)
 - D. Topliff informed members the 2019-2020 Catalog will be split into two catalogs. The Catalog format will also be redesigned and rearranged. He asked members to visit with departments about this issue. The Faculty Senate will also be notified. D. Topliff proposed putting all course descriptions in one place and arrange by departments. Further discussion of the Catalog redesign will be in a future meeting.
3. Topic: NSO/Enrollment Numbers (D. Topliff)
 - D. Topliff said the June 14 NSO report indicates 209 have already registered for classes. He said the first four NSO sessions are completely full.
4. Topic: Technology Update – Degree Works, ILP, Power BI, Other (D. Topliff)
 - D. Topliff informed members he met with IT representatives recently for a technology update.
 - He said Degree Works is one item due for an upgrade to DW5. The upgrade will start in August, testing will be done in October, and should go live in December. He said a business process analysis will also be done.
 - ILP – Intelligent Learning Platform is a software that integrates between Banner and Blackboard on a real-time basis. Piloting of ILP will be during the first summer term for select courses and a second pilot will be done the second summer term. If all goes well ILP will go live for the fall semester.
 - Power BI – Power BI (Business Intelligence) is a Microsoft product. Dashboards are being designed specifically for D. Topliff at this time. Once this is up and working to plan it will be expanded to be used by the Deans.
 - Other – a cloud-based app was recently discovered that contains student information and is administered by a staff member and couldn't be accessed by IT. This issue has been taken care of. All software will be audited by the Information Security Officer (ISO).
5. Topic: Study Abroad (D. Topliff)
 - D. Topliff told members he has received seven proposals so far for next year study abroad courses. No courses will be approved until he meets with all involved to make sure procedures and rules are clearly understood.
6. Topic: Evaluations (D. Topliff)
 - D. Topliff reminded members staff evaluations are due to Human Resources by June 30.

8. Topic: Budget (D. Topliff)

- D. Topliff told members D. Pruett entered a 1% merit increase in SPOL. Hopefully we will be able to keep this but to get there the budget had to be scrubbed. For example, vacant positions still on the books but don't have an active search in progress were deleted.
- The System auditor asked the Provost what he wants looked at in the coming year. D. Topliff said one area he asked to be audited is the graduate surcharge Colleges receive. There have been some issues in the past such as procard purchases not showing detailed descriptions of items bought. We need to know exactly what is being purchased and what the funds can be spent on.

Roundtable

Carolyn Gascoigne

- Told members the search for the Director of the Library has failed. Another search will begin soon. C. Gascoigne will remain as the Interim Director until the position is filled.

Adjournment