

Academic Deans' Council
August 30, 2018
Provost's Conference Room
Minutes

Present: C. Gascoigne, M. Gritter, C. Jones, S. Keith, L. Mayrand, P. Swets, S. Tomlin,
D. Topliff, J. Wegner

Minutes:

1. Topic: Minutes from July 26, 2018.
Minutes approved.

Announcements

- D. Topliff informed members of an altercation that occurred in a class this week. He said a BIT report was filed on the incident. He asked members to encourage faculty to file BIT reports as necessary and said the BIT coordinator will follow up on all reports filed and appropriate action will be taken.

Old Business:

2. Topic: Enrollment (D. Topliff)
 - D. Topliff said J. Sefcik sent out a new report indicating enrollment is up 160 undergraduate students and up 30 graduate students. Overall SCH are up 2.3% for fall. The number of SCH for NFT students is down slightly but that was on purpose. We are down 32 new freshmen.
3. Topic: Study Abroad (D. Topliff)
 - D. Topliff told members he is meeting today with all faculty who have filed for a study abroad class this year. The purpose of this meeting is to lay down the rules regarding these trips and emphasize the rules will be enforced.
4. Topic: Catalog (D. Topliff)
 - D. Topliff said the 2019-2020 Catalog will be split in separate catalogs for undergraduate and graduate. He asked the deans to go through the Catalog and revise it to simplify it and make it easier to understand exactly what is required. He said if there are currently any hidden prerequisites, they must now be clearly listed. If a degree then goes over the 120 hours, the degree must be modified to bring it back to the 120 hours. D. Topliff said there are several other issues with the Catalog he would like to address. It was proposed that a work group be formed to review the Catalogs. No decision on the proposal was made.
5. Topic: Chairs and Professorships (D. Topliff)
 - D. Topliff informed members he has updated information and will share the spreadsheet with members. He said there are some Chairs and Professorships restricted to Business and he will take nominations from the College of Business for those. D. Topliff said he will send a request for nominations next week for the Chairs and Professorships open to all faculty University wide. He reminded members the funds may only be used for M&O and he said a document is being created to detail what expenses are allowed.

6. Topic: Core (D. Topliff)

- D. Topliff told members the Core Committee is meeting in two weeks. This first meeting will be dedicated to D. Topliff informing committee members of what their duties are and the procedures that must be followed. He will emphasize the fact that the committee makes only recommendations to the Provost.
- D. Topliff said changes to the Core will be proposed again this year. Specifically, GS 1181 being removed as a Core course. GS 1181 will then become a degree/major requirement in degrees as appropriate.

7. Topic: Curriculum (D. Topliff)

- D. Topliff told members the proposal of removing the required Minor for every degree is going before the UCC this fall. He reminded members the idea to remove required Minors is to allow more flexibility for students. D. Topliff said other issues to consider for revision is the requirement for 42 upper-division hours, and the many different residence requirements.
- D. Topliff informed members a proposal for a new degree in General Studies is being worked on. The General Studies degree will be separate from the BIS degree and will be a focused 100% online degree. There was some discussion. D. Topliff said a work group to discuss and create this degree will be formed with representatives from each College and J. Wegner will head the group. B. Hawkins will also be included in this group.

8. Topic: SACS (D. Topliff)

- D. Topliff told members a letter from SACS was received last week regarding graduation rates. SACS is setting a bar to measure with and he will send out more information on this later. He said SACS is now measuring out to 8 year graduation rates.
- D. Topliff reminded members the Fifth Year Work Group meetings start in two weeks every Friday afternoon.

9. Topic: Budget/FTEs (D. Topliff)

- D. Topliff told members the FY 19 budget was just published. Preliminary LBB shows a 24% increase in HEAF funding for ASU.
- D. Topliff said Human Resources ran a report of FTEs for FY15-FY18 and shows Academic Affairs increased quite a bit. The report only includes budget line items. D. Topliff said he will send the report to members.

New Business

10. Topic: Short Classes (D. Topliff)

- D. Topliff showed members the 2-inch tall stack of small class approval requests he has received so far. He said only about half of the forms submitted are cross listed courses. He said since the deans approved these small classes he will as well. D. Topliff said there seems to be a pattern of all courses assigned to some faculty members are small classes. He asked deans to take a closer look at why a small class approval is being requested and address issues.

Roundtable

John Wegner

- Told members a Dual Credit report will be out in a couple of weeks and will show impacts on fall and spring.

Paul Swets

- Reported to members a graduate student has been hired to proctor tests for those students needing testing accommodations. There was space in the Tutor Center to use for testing accommodations and a secure way to send exams to the proctor has been established. The testing accommodations will be coordinated by D. Swafford. The graduate student position is currently being funded by the College of Science and Engineering and the Freshman College but anyone who has money to contribute will be welcome to do so. Members were asked to inform faculty of this new service.

Clifton Jones

- Said the published 2018-2019 Timelines: Personnel and Curriculum needs to be revised. The Tenure and Promotion section needs to be revised to match the new OP.

Adjournment