

**Academic Deans' Council**  
**September 13, 2018**  
**Provost's Conference Room**  
**Minutes**

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

**Minutes:**

1. Topic: Minutes from September 6, 2018.  
Minutes approved.

**Announcements**

- The Holland Symposium is scheduled for September 24-25.
- The President and Provost will begin testimony at the budget hearings in Austin September 27.
- There was a Dual Credit Joint House committee meeting yesterday. An invitation to give testimony was not received.

**Old Business:**

2. Topic: Enrollment (D. Topliff)
  - D. Topliff shared an email with 12<sup>th</sup> class day enrollment numbers from B. Hawkins. He will forward the email to members. First time freshman numbers are down 2.41%; undergraduates are up 2.65%; the retention rate is 67.2%. Our 2-year growth is up 812 students. D. Topliff said the 20<sup>th</sup> class day numbers are what matter as that is what is reported to the State. He doesn't expect much to change between now and then. After the twentieth class day is when over-realized revenue will be determined.
3. Topic: OP 06.28 and 06.31 – Annual Evaluations (D. Topliff)
  - D. Topliff said there is some confusion about committees. The timeline in OP 06.28 and 06.31 do not match each other nor do they match the timeline in OP 06.23. The timeline in OP 06.23 is the correct one.
  - The Faculty Senate will create an ad-hoc committee to review OP 06.23, 06.28, and 06.31 to revise and clarify and sync the timelines.
4. Topic: SACS (D. Topliff)
  - D. Topliff said the first SACS Work Group meeting was last week and they got through two standards. He reminded members there is another meeting tomorrow.
  - D. Topliff informed members there are six high schools offering more than 50% Dual Credit. He said after the 5<sup>th</sup>-year report is submitted SACS conduct an on-site visit of three of the six high schools. An ASU group is visiting each of the six high schools to prepare them for the SACS visit. D. Topliff said they are looking at facilities, teachers, credentialing and policies. He said the group visited one school yesterday and met with some teachers and students over lunch. He reported that there was nothing but good said about ASU and the teachers really liked the summer institute. He said one area that he would like to strengthen is the department liaisons interaction with the DC teachers. The use of Blackboard for Dual Credit was briefly discussed.

## **New Business**

5. Topic: Instructional Enhancement Disbursement (D. Topliff)
  - D. Topliff said IE funds were uploaded through the budget process. He shared the calculation spreadsheet which he will forward to members in an email. He said the formula weights are set by the Coordinating Board. He informed members \$50,000 from the VPAA IE funds have been transferred to the mini-grant program.
6. Topic: OP 10.08 and CLEP (D. Topliff)
  - D. Topliff said L. Morris in the Testing Center brought this OP to his attention. Some of the information is long out of date and needs to be revised. D. Topliff said a committee to review and revise this OP will be created with L. Morris, S. Bryan, D. Topliff, C. Gascoigne, and a representative from the Departments of Mathematics, Security Studies and Criminal Justice, and English as members.
7. Topic: EAB (D. Topliff)
  - D. Topliff informed members he and several others participated in a webinar on another EAB product, SSC Smart Guidance. The product pulls information from Degree Works and Banner. He said the link to the webinar is in the invitation that was sent out and he asked members to view the webinar. J. Wegner said he and some advisors are viewing the webinar tomorrow and will give the Provost feedback.

## **Roundtable**

Leslie Mayrand

- Told members she has received several requests recently from advisors to delete courses for a student. She said the current policy in place does not allow another institution's course to replace an ASU course and these requests to delete courses go against the policy. D. Topliff said courses cannot be deleted off a student's transcripts but a course can be excluded from the GPA calculation. J. Wegner said he would look into this and report back.

## **Adjournment**