

**Academic Deans' Council**  
**September 20, 2018**  
**Provost's Conference Room**  
**Minutes**

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

**Minutes:**

1. Topic: Minutes from September 13, 2018.  
Minutes approved.

**Announcements**

- D. Topliff reminded members the Dean's and Department Chairs/Heads meeting is this afternoon.

**Old Business:**

2. Topic: Enrollment (D. Topliff)
  - D. Topliff informed members the 12<sup>th</sup> class day enrollment numbers are in. The number of students on campus is up, Dual Credit is down, but overall we are down just 15 students. He said more attention should be made this year to the retention of first to second year students and should take a harder look at recruiting, retention, and transfer students in and out. We will look at where transfer students are transferring out to and why. There will be advisor training on how to handle transfer students.
  - D. Topliff shared the THECB website, Institution Resumes. The latest data is from 2017. First time transfer students to ASU is 3.1% of enrollment and is the lowest in the state. The next lowest school is 5.2%. D. Topliff said this situation needs to improve. A couple of strategies being implemented is the review of degrees and curriculum to remove barriers to timely graduation and entering into articulation agreements with community colleges.
  - D. Topliff informed members the Degree Works update currently in process will add "What If" for students to plug in their course work and see how it will transfer to ASU.
  - D. Topliff informed members the University is close to MSI (Multicultural Serving Institution) status. To gain this status the institution must be at 50% minority enrollment.
3. Topic: Ad Hoc Committee to Review OP 06.23, 06.28 and 06.31 (D. Topliff)
  - D. Topliff said the ad-hoc committee to review OP 06.23, 06.28, and 06.31 to revise and clarify and sync the timelines is almost complete. He said P. Swets will chair the committee and the other members are M. Gritter, C. Kreidler, C. Gascoigne, K. Dickerson, and a faculty member from each department of Political Science and Philosophy and Psychology and Sociology. A member is needed from the Norris College of Business.
4. Topic: SACS (D. Topliff)
  - D. Topliff said the SACS Work Group meeting scheduled for tomorrow has been cancelled because several people involved in the work group meetings are going to be visiting a dual Credit high school to help them prepare for a SACS on-site visit. He said there other high schools being visited next week on Monday, Tuesday, and Wednesday.

- The on-line MA degree ASU currently offers to make high school teachers certified by SACS so they can teach Dual Credit was briefly discussed.

5. Topic: EAB (D. Topliff)

- D. Topliff reminded members he and several others participated in a webinar on another EAB product, SSC Smart Guidance. The product information has been sent to IT to send to the clearing house company for education software for evaluation. This software would be on top of Guide which is currently being used. If SSC Smart Guidance is purchased it will not be implemented until the fall semester of 2020.

**New Business**

6. Topic: Committees (D. Topliff)

- D. Topliff said he received the last nominee for the committees. The committee membership lists are now complete and notifications will be sent out as soon as the President's Office sends the final approved committee listings.

7. Topic: LBB Presentation (D. Topliff)

- D. Topliff informed members B. May will testify at the LBB meeting next week. He shared the PowerPoint presentation B. May will give with members.

**Roundtable**

Paul Swets

- Told members there are several classrooms with desk chairs that need to be changed to tables and chairs. He asked if HEAF funds may be used to purchase new tables and chairs. D. Topliff said that is an allowable expense and said C. Guins should have a refresh schedule for this and he will check into what that schedule is.

John Wegner

- Told members faculty members will be required to attend advisor training. He said there is a series of trainings scheduled so faculty members can attend as they are able. The schedule will be sent out later today. He asked members to make sure department chairs and faculty understand this training is required.
- The major and minor fair held last year had 40 students attending. This year over 400 students attending over the last two days.
- Said there are still transcript holds and payment holds in place. He said 75 students with payment holds will lose their schedule at 5:00 pm today.
- Transfer orientation session changes have been suggested. Transfer orientation has normally been held in July and would like to change these sessions to be held in the spring.

**Adjournment**