

**Academic Deans' Council**  
**October 11, 2018**  
**Provost's Conference Room**  
**Minutes**

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

**Minutes:**

1. Topic: Minutes from September 20, 2018.  
Minutes approved.

**Announcements**

- D. Topliff reminded members the first Core Curriculum Committee meeting is tomorrow.

**Old Business:**

2. Topic: Committees (D. Topliff)
  - D. Topliff informed members the first Core Curriculum Committee meeting that will be held tomorrow will not be looking at any proposals. The purpose of this first meeting is to get organized, elect a chair, and review the purpose of the committee and the policies and procedures to be followed. D. Topliff said he will direct committee members to the Texas General Education Core Curriculum WebCenter website as a resource.
  - D. Topliff said GS 1181 will be left in the Core and will also be a degree requirement.
  - D. Topliff informed members the recommendations from the Faculty Senate regarding members of the Core Committee were accepted; however, those recommendations did not take into account the required makeup of the committee. He said the committee will stand as is for this year but need to make sure to follow the requirements next year.
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 cannot make any changes to OP 06.23.
  - P. Swets said the Ad Hoc committee's first meeting will probably be in November.
4. Topic: SACS (D. Topliff)
  - D. Topliff said B. Hawkins attended a substantive change meeting last week. One of the things learned is SACS will make an on-site visit to all Dual Credit high schools.
5. Topic: Dual Credit (D. Topliff)
  - D. Topliff reminded members an ASU group is visiting the dual credit high schools to prepare them for the SACS visit. D. Topliff said they are looking at facilities, talking to teachers and students, credentialing and policies. He said the teachers really liked the summer institute but since many teachers attend every summer the program needs to be changed up a bit each summer.
  - D. Topliff said dual credit teachers want a closer relationship with the department liaisons. He said they want help with syllabi and want to know what ASU is teaching and how courses are being taught and yet also meet their TEKS requirements. D. Topliff said there needs to be a meeting of all Dual Credit liaisons to lay out expectations.
  - D. Topliff told members of the need to work with Enrollment Management to increase recruitment efforts of the dual credit students.

- D. Topliff informed members of a dual credit program model that the President wants to adopt where the dual credit courses are taught on-line. The instructor of record will be an ASU faculty member and the dual credit high school teacher will act more like a proctor. The dual credit students will have an assigned time to report to class and will log on for the on-line course then. There was some discussion of the UT OnRamps dual enrollment program. Texas Tech has adopted the OnRamps program model and increased enrollment by 800 students this fall.
- J. Wegner informed members he is sending out four years' worth of dual credit data this afternoon. This data will be used to build the spring schedule.

### **New Business**

#### **6. Topic: Distance Education (D. Topliff)**

- D. Topliff informed members the auditors have completed the distance education audit. He said their recommendations are not surprising and of no real concern. ASU will not receive any reprimands. D. Topliff distributed a copy of the auditor's findings and recommendations to members. He asked members to review the documents and give him feedback which he will put in his response back to the auditors.

### **Roundtable**

#### **Paul Swets**

- Told members OP 06.30 Merit Increases for Non-tenured Faculty Holding the Rank of Senior Instructor or Clinical Professor, has a time line that is supposed to match tenure and promotion time line. It also states the Provost and VPFA is to determine if money is available for merit increases. D. Topliff said funding is not available.
- Reminded members of previous discussion regarding automatic drop of students who have not met prerequisite requirements. D. Topliff said P. Swets may talk to the Registrar regarding this issue.

#### **John Wegner**

- Told members Navigate (formerly known as CAMPUS) is now live. Reports are available for use.
- The Guide app currently downloaded only by freshmen is now ready to distribute to upper-class students. Guide information loads into Navigate.

#### **John Miazga**

- Announced he will retire in August 2019. D. Topliff said a search committee will be created in the next few weeks to find his replacement.

### **Adjournment**