

**Academic Deans' Council**  
**November 1, 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 October 18, 2018.  
Minutes approved.

**Announcements**

- D. Topliff reminded members the Veterans Day luncheon commemorating the five-year anniversary of ASU's VETS Center is Friday, November 9.
- Classroom utilization score has gone down significantly. The use of space and scheduling of classroom space will be reviewed and revised as necessary to make sure space is being used efficiently.

**Old Business:**

2. Topic: Curriculum (D. Topliff)
  - D. Topliff asked members to take time over the next couple of weeks to take a look at the proposed curriculum changes that will be presented at the next curriculum committee meeting. He said he will send the proposed curriculum changes to members and asked them to be prepared to discuss the proposals at the next deans' council. D. Topliff said he wants to be sure members understand what is proposed and why the proposal is being made so clear and concise explanations can be given at the committee meeting to facilitate discussion and decisions.
  - The curriculum committee meeting is Friday, November 16. This meeting should deal with changes that have global impact. The January/February meeting will address course additions/deletions.
  - GS 1181 will be listed as a core course or a degree requirement; whichever fits best in any particular degree.
3. Topic: OPs (D. Topliff)
  - D. Topliff said OP 06.02 has been submitted to him by the Faculty Senate. He said he will meet with M. Gritter to discuss the OP.
  - The OP regarding distance education is still being worked on.
4. Topic: Dual Credit (D. Topliff)
  - D. Topliff said ASU will have on-line dual credit courses in the spring for a select few courses at a selected high school. Students enrolled in these courses will report to a computer lab at some point during the day to take the on-line course and a high school teacher will be physically in the classroom. D. Topliff said the on-line dual credit courses offerings will be expanded for the 2019 fall semester.
5. Topic: Budget (D. Topliff)
  - D. Topliff informed members the preliminary estimate on formula funding has been received. A cursory look looks good for ASU. Further information will be given after the VPFA looks at the details.

## **New Business**

### **6. Topic: Position Descriptions (D. Topliff)**

- D. Topliff told members to take a look at each position description for deans and department chairs and make sure they are accurate. He said to make sure anyone who is a Dual Credit Liaison has that included in the position description. Once the descriptions are done they are to be sent to Human Resources.

## **Roundtable**

Paul Swets

- Told members the Bachelor of Science in Mechanical Engineering (BSME) has now been approved by the Coordinating Board and SACS.

John Wegner

- Informed members the Freshman College is setting up computers for students to complete their registration and will have people available to help.
- The advising timelines are being looked at to better coordinate the advising timeline with the registration timeline.

Sharynn Tomlin

- Informed members when trying to enroll faculty in Navigate a message comes up that there are not enough licenses. J. Wegner said ASU has a site license agreement without a limit on the number of users. He said he will look into this issue.

## **Adjournment**