

Academic Deans' Council
December 6, 2018
Provost's Conference Room
Minutes

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

Minutes:

1. Topic: Minutes from November 29, 2018.
Minutes approved.

Announcements

- D. Topliff said members should have received the December graduation ceremony information by email.

Old Business:

2. Topic: SACS (D. Topliff)
 - D. Topliff reminded members the SACS meeting in New Orleans begins tomorrow and he and several others are attending. He will be attending a 5-year Report session and will share information with members at a future meeting.
 - D. Topliff said he and B. Hawkins will complete as much of the SACS report as possible and submit it to the President the first week of January.
3. Topic: Dean Searches (D. Topliff)
 - D. Topliff said two committees have been formed. The College of Education Dean position has been posted. He said the College of Graduate Studies and Research Dean position should be posted next week.
4. Topic: Web Site Revision (D. Topliff)
 - D. Topliff thanked members for attending yesterday's meeting. He said it went well and he is interested to see what the company hired to review and revise ASU's websites come up with.
5. Topic: Budget (D. Topliff)
 - D. Topliff informed members the President and Vice President for Finance are meeting with Senator West today.

New Business

6. Topic: Classroom Utilization (D. Topliff)
 - D. Topliff distributed to each member a document specific to their areas charting classroom utilization. The overall score for lecture rooms is 66. The State bar is 75. Online classes do not count for calculating this score. He said Special Events personnel have submitted a plan to reach a score of 74 in 2019 and have another plan to reach a score of 83 in 2020. Special Events personnel will visit with each Dean.
 - Procedures to schedule classroom space will be looked at and revised as necessary to be more efficient. Classroom use can count if space is used by student organizations. More information will be provided at a later date.
 - Special Events has classroom utilization reports on RamPort.

7. Topic: 2nd year Retention (J. Wegner)

- J. Wegner said the 2nd year retention committee meets once every three weeks throughout the semester. He said ASU is losing students in good standing. The committee is meeting again in early January. J. Wegner said each department will be asked to create a 2nd year retention plan of one page and they will be given about 10 items to choose from. He said certain cohorts on the list for retention efforts should be targeted. Plans should be structured specific to the department and students but should also be cross-department as necessary.
- J. Wegner said a proposal will come forward to do away with the Undeclared major and be replaced with exploratory tracks.

Roundtable

Paul Swets

- Asked when the number of online Dual Credit courses will be known so schedules can be built. D. Topliff said the global fee document will be presented to the Board of Regents next week. Once the global fee is approved the MOU's will go to the school districts. Once the MOU's are completed the number of Dual Credit courses may then be calculated.
- Asked if the graduate program advisors will be part of the December graduation ceremonies or if that will begin at the May graduation. D. Topliff said it will be implemented in May.

John Wegner

- Informed members he is meeting with C. Weeaks Friday regarding the drop dates and process. He said the ability to drop classes through Banner exists but the teacher would not be able to sign off on it. This would only be active during the regular drop period. He asked how faculty will react to being taken out of the process.
- Informed members he ran a report on the number of students who met their 6 drops limit. He said most are transfer students and students dropping a class they are not earning an "A" in.
- D. Topliff said the drop date is uniform across the state and there must be a reason for that. He spoke with C. Weeaks and she said the date represents 60% of the semester and is also influenced by Financial Aid issues. The current drop date can be moved back a week or so if desired.

Adjournment