

Academic Deans' Council
April 11, 2019
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 April 4, 2019.
Minutes approved.

Old Business:

2. Topic: Dean of Arts and Humanities Search (J. Wegner)
 - J. Wegner reminded members a candidate for the Dean of the College of Arts and Humanities position will be on campus the 15th. Feedback is due to the search committee by 10 am Wednesday.
3. Topic: Class Syllabi (D. Topliff)
 - D. Topliff told members there are still too many syllabi out there without adequate information. He said some students received an "F" on a computer test because they took the test on a home computer even though the syllabi did not specify the conditions of the test. He instructed members to remind faculty if there are specific requirements of students the requirements must be written in the syllabi exactly what is required. The syllabi is a contract between faculty and student.
4. Topic: Class Caps (D. Topliff)
 - D. Topliff told members there have been phone calls from students in junior status the day after registration opens to say they can't get a seat because the class is already full. The structure of registration is seniors are given first opportunity to register for classes and then juniors and so on. D. Topliff said if a class is filling that quickly and is always full every time it is offered, we're not doing a good job scheduling. He told members to take a look at this issue. There was some discussion on guidelines for class sizes.
5. Topic: Budget (D. Topliff)
 - D. Topliff said the special item is in article 11. The Legislature is already starting to vote out a bunch of bills. He said there is a proposal to split the Core into two sections, general and discipline, and there is a bill to force everyone to use the Texas Common Course Number (TCCN) system.

New Business:

6. Topic: Assistant Registrar (D. Topliff)
 - D. Topliff said he sent an everyone email announcing the promotion of R. Castro to the position of Registrar. He is working on a job description for the assistant registrar position and is meeting with C. Weeaks and R. Castro to finalize the description. He asked members to send him any suggestions.
7. Topic: Degree Works Responsibility (D. Topliff)

- D. Topliff told members there needs to be a discussion of where responsibility of Degree Works will lie. There was some discussion of the Registrar's Office, eLearning, or remain with someone in the Provost's office. He asked members to send him feedback.
8. Topic: Graduate Surcharge Policy (D. Topliff)
- D. Topliff said he sent a draft of the policy to members and did receive some feedback. There was some discussion. One member said they would like to use these funds for graduate student travel but it is currently prohibited to do so. There was some discussion of this issue. There was discussion on how funds are distributed to departments. D. Topliff said he will get figures from Budget to create a spreadsheet. He asked members to email him additional thoughts.

Roundtable

Paul Swets

- Told members substitutions made that do not meet the prerequisites for the course being substituted for the prereqs will still need to be met when enrolling in another course. In other words, prerequisites are only considered met for the substituted course. He said Degree Works box is checked to cover all prereqs but Banner doesn't see that.
- Informed members his faculty put forth a proposal for release time. A draft was sent to members. Please review and comment. There was some discussion.

Clifton Jones

- Discussed an article on the acceptance of Dual Credit in the Dallas Observer which reported higher education institutions do a terrible job with 30 hours such as a music major. He said the article left a very twisted view.

Carolyn Gascoigne

- Discussed the increase of phone charges. The increase has required departments to revise their budgets which had already been submitted. The timing of the notification and verification of charges was not the best.

Sharynn Tomlin

- Reminded members of the issue of late charges assessed when students register for the second 8-week courses. D. Topliff said he is working on the issue with A. Wright.

Adjournment