

Academic Deans' Council
May 9, 2019
Provost's Conference Room
Minutes

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

Minutes:

1. Topic: Minutes from April 11, 2019.
Minutes approved.

Announcements

- D. Topliff informed members a Chinese delegation will be on campus tomorrow. He said no joint degree agreement will be made because of SACS rules.

Old Business:

2. Topic: Dean of Arts and Humanities Search (D. Topliff)
 - D. Topliff said the announcement of the new Dean of Arts and Humanities may be made this afternoon but if not the announcement will be made tomorrow morning. J. Klingemann has accepted the position and will begin July 1.
3. Topic: Degree Works Responsibility (D. Topliff)
 - D. Topliff told members he had discussions with several folks on campus and the consensus is Degree Works responsibility should be in the Registrar's Office. He said it is a good time to move Degree Works over since the Registrar's Office is undergoing changes anyway.
4. Topic: Budget (D. Topliff)
 - D. Topliff said TRBs may be in this legislative session. The TRB request submitted by ASU is for a new academic class building.
 - D. Topliff said he has received the budgets from D. Pruitt for review and will get those done soon.

New Business:

5. Topic: Promotion and Tenure Meeting (D. Topliff)
 - D. Topliff said he is meeting with faculty Monday to discuss the 3rd year review process and the requirements for portfolios. He said the meeting is optional attendance for the faculty members. Deans and department chairs are welcome to attend if they would like to. D. Topliff said the department criteria is housed in the departments and should be available to all faculty. The department criteria will be required to be part of the portfolio.
6. Topic: Faculty Sick Leave (D. Topliff)
 - D. Topliff reminded members it is the responsibility of every faculty member to file a leave report at the end of each month leave was taken. He said a faculty member cannot be stopped from taking sick leave and no one may be hired to do the job while someone is out on sick leave. D. Topliff met with K. Neal on this issue. This topic will be discussed with faculty in the fall and the rules will be enforced. Guidelines will be

created and will include guidelines for on-line only faculty. The requirement to submit a sick leave report every month even if zero hours taken may be implemented.

7. Topic: Carr Hour Requirements (D. Topliff)

- D. Topliff said that as more students come in with more Dual Credit the Carr hour requirement of 60 hours is going to become an even bigger issue. He said waivers of this hour requirement have been done in the past. There was some discussion. It was suggested to change the requirement to “progress toward degree” instead of based on a specific number of hours similar to the AFROTC program is done. D. Topliff will visit with M. Norris about this issue.

8. Topic: Vehicles for Student Trips (P. Swets)

- P. Swets informed members the ASU vehicles available to student trips are old and are being removed from service. The new replacement vehicles are not good for off-road field trips. The terrain some of the field trips have to traverse will tear up or damage the new vehicles and they don't have the proper tires. Currently personal vehicles are being used because there are not enough suitable ASU vehicles. D. Topliff said he will discuss the issue with A. Wright.

Roundtable

Paul Swets

- Told members of Cengage Unlimited as a source option for textbooks. He said the ASU Bookstore is getting more information on the company.
- Committee for appeals for late withdraws has been formed. A LiveWhale form to drop courses is being created. There will be a different form to submit after the deadline.
- College of Science and Engineering faculty are interested in creating online advanced courses to support the BGS degree or expanded BIS degree.
- The criteria for summa cum laude need to be reviewed in regards to the 60 hour requirement.

John Miazga

- Said he forwarded information on Quality Matters for curriculum and instruction to members.

John Wegner

- Informed members the ASU Premier Program for TSI met students for the second summer term has 49 students enrolled. Two courses and GS1181 will be offered. A list of students will be distributed to the departments.
- Up and Coming Scholars celebration is next week. It is expected to have over 300 in attendance.
- Reminded members of the ODP conversation at previous meeting. He is talking with people and organizing comments and will speak with IT.
- Exploratory tracts and degree program information was sent to members last week. A laundry list of courses to choose from has been created. Advisors will assign majors as soon as possible. He asked for any comments to be sent to him.

Sharynn Tomlin

- Reminded members ROTC Commissioning is tomorrow morning.

Adjournment