

Academic Deans' Council
June 27, 2019
Provost's Conference Room
Minutes

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

Minutes:

1. Topic: Minutes from June 20, 2019.
Minutes approved.

Announcements

- D. Topliff said the second summer term classroom assignment schedule got scrambled. The problem will be fixed soon.
- D. Topliff reminded members NSO is currently going on and to be sure at least one person is available this afternoon so decisions can be made quickly.

Old Business:

2. Topic: Class Caps (D. Topliff)
 - D. Topliff said class caps must be frequently checked by those managing the caps. Caps should be set at 95%. He said to look at upper-division caps as well. Several courses are already full and either caps need to be raised or more sections added.. D. Topliff said a discussion will be held in the future regarding on-line course caps.
3. Topic: Budget (D. Topliff)
 - D. Topliff said we are still adding Dual Credit high schools. Fredericksburg and Marble Falls have been added. He said we can't afford to lose even one student.
 - D. Topliff said the budget will not be finalized until August but pretty much what is now in SPOL is what to expect.

New Business:

4. Topic: Evaluations (D. Topliff)
 - D. Topliff reminded members evaluations are due June 30. The evaluations will determine who receives the 5% raise. The President will be sending out an email regarding the raise soon.
5. Topic: Travel/Chrome River (D. Topliff)
 - D. Topliff informed members Chrome River will be up and running September 1. Testing of the system is still going on right now. He said Deans will no longer have to sign off on travel but will be able to pull reports. Training will be offered.

Roundtable

John Miazga

- Informed members K. Hansen will be the point of contact for Quality Matters. He reminded members the Colleges pay for Quality Matters and other course evaluation programs.

Paul Swets

- Informed members the late drop committee has met. The drop link is active in RamPort. Criteria is set up and documentation requirements have been set.

Carolyn Gascoigne

- Informed members the new chair of the department of History is Jason Pierce.

Don Topliff

- D. Topliff said on-line courses must be ADA accessible. He said he met with D. Swafford on this issue. D. Swafford will be contact departments for needs.
- D. Topliff asked members to email J. Droll with input regarding the two catalog and curriculum software demonstrations held in the last two weeks. He said we will definitely go with one of them.

Adjournment