

**Academic Deans' Council**  
**August 29, 2019**  
**Provost's Conference Room**  
**Minutes**

**Present:** S. Clouse, C. Jones, J. Klingemann, C. Kreidler, L. Mayrand, M. Salisbury, P. Swets,  
S. Tomlin, D. Topliff, J. Wegner

**Minutes:**

1. Topic: Minutes from August 15, 2019.  
Minutes approved with one typo correction.

**Announcements**

- D. Topliff talked about Concourse software. Currently there is no consistency used by faculty when preparing the course syllabus. College of Education is going to pilot a version of Concourse to develop a consistent, transparent, standard syllabus.

**Business:**

2. Topic: Lilly Conferences (D. Topliff)
  - D. Topliff reminded all to submit recommendations for consideration. These can be sent by email to C. Parks and copied to Dr. Topliff.
3. Topic: Follett Contract (D. Topliff)
  - D. Topliff referred to the Follet contract (bookstore). To be in compliance with the contract, faculty do not need to add links to the syllabus showing an alternate place to buy books.
4. Topic: Endowed Professorships (D. Topliff)
  - D. Topliff said the deadline to have names submitted to the PVPAA office is 9/16/2019. A selection committee will be set.
5. Topic: Working Group on Class Caps (D. Topliff)
  - D. Topliff said this group will consist of 1 department chair from each college (2 from the College of Arts and Humanities), Registrar, 1 professional advisor, and Kailee Malleck -representative from Special Events. Topics to be discussed include registration for students because of closed courses and registration after drops for non-payment. Classes are always full.
  - J. Wegner discussed how the file review for NFT students was lower and how the retention of the assured admissions students increases.
6. Topic: University Committees (D. Topliff)
  - D. Topliff stated that the committees are almost complete and will be sent out soon.
7. Topic: Retention Ideas (D. Topliff)
  - J. Wegner discussed the 2<sup>nd</sup>-year retention of students. The undeclared students need to be encouraged early to declare a major and work with departments they are interested in to get direction on their college goals.
8. Topic: Enrollment (D. Topliff)
  - D. Topliff said he does not have the 12<sup>th</sup> class day numbers yet. Dual Credit is up.

- D. Topliff stated that the wait list on closed courses is a process that is not working the best for students. This process is being reviewed. Room space and compressed time area also factors limiting enrollment.

9. Topic: IE Distribution (D. Topliff)

- D. Topliff discussed a preliminary distribution of IE funds. Since he does not have the official student count yet, the numbers are still fluid. The 5% raise is a big factor in the overall funds. When the final numbers are in, deans will be notified of the final amount of the distribution.

10. Topic: Budget (D. Topliff)

- D. Topliff said the budget is on the web.

### **Roundtable**

Sharynn Tomlin

- Questions were raised regarding the Add only for students the week before school starts. No drops are allowed. This is a financial aid issue, but is not always convenient for students.

Paul Swets

- OP 04.11 has several areas that need attention. Comments are coming.

Jon Wegner

- NSO dates are coming. There will not be a separate section for transfer students.

Micheal Salisbury

- Graduate enrollment is down. Approximately 2/3 of the graduate tuition surcharge funds will be distributed next week. These are currently distributed by program, not courses. Dr. Jones asked if there is a way to do this by course. Further discussion will be held.

John Klingemann

- The Holland Symposium speaker is set and so is the Foreign Affairs speaker.

### **Adjournment**