

**Academic Deans' Council**  
**August 15, 2019**  
**Provost's Conference Room**  
**Minutes**

**Present:** S. Clouse, C. Jones, J. Klingemann, C. Kreidler, P. Swets, D. Topliff, J. Wegner.

**Minutes:**

1. Topic: Minutes from July 25, 2019.  
Minutes approved.

**Announcements**

- D. Topliff reminded members the University Assembly is Thursday, August 22. The deans will introduce new faculty and staff in their respective colleges. He asked that the introductions be kept brief.

**Old Business:**

2. Topic: Endowed Professorships (D. Topliff)
  - D. Topliff said there are two professorships currently open.
    - The Lee Drain for \$10,000 M&O funds. D. Topliff said he needs to confirm if this is a University Professorship or specific to English.
    - The Red Davidson for \$5,000 M&O funds. This is a University Professorship.
  - D. Topliff said there are three other professorships that are specific to Business. All three are \$5,000 M&O funds.
  - D. Topliff shared OP 06.21. The OP states all professorship funds are M&O only. The deans recommend 5 committee members to the Provost for the selection committee. D. Topliff said one of the 5 must be the dean.
  - Call for nominations for the University Professorships will be sent out by the Provost. The call for nominations for the College professorships will be sent out by the respective dean.
3. Topic: New Student Orientation (D. Topliff)
  - D. Topliff said he wanted to begin a discussion on NSO in general. He said the #1 goal is to enroll students in classes that will help them be successful. What are other goals? He said to take a look at the structure and offerings. There was some discussion.
  - D. Topliff asked members to send him and J. Wegner any ideas. He said everything is open to discussion. D. Topliff said decisions needs to be made soon. Dates will be set soon as well.
4. Topic: OP Updates (D. Topliff)
  - D. Topliff said there are two OP drafts being worked on – OP 10.08 on CLEP and OP 04.11 on Distance Education.
5. Topic: Retention Ideas (D. Topliff)
  - J. Wegner informed members the 2<sup>nd</sup>-year retention committee is meeting next week. The retention liaisons are also meeting next week and will then be talking to department chairs. D. Topliff said all retention ideas are on the table. When do we intervene and how? How to identify ones we can save?
  - The committee has a budget of \$20,000 to implement initiatives. A form to request funding will be required to be submitted. The form is being created and will be available soon.
  - J. Wegner said Navigate will help pull data and the Retention Liaisons will follow up with departments.

6. Topic: Enrollment (D. Topliff)
  - D. Topliff said the fastest way to improve retention is enrollment. He said we should pretty much stay flat overall for the 12<sup>th</sup> class day this fall.
7. Topic: Budget (D. Topliff)
  - D. Topliff said the College IE and DE accounts were not funded during the budget process. He said D. Pruitt is fixing this and will fund the accounts with the same amount given last year. D. Topliff said after the 12<sup>th</sup> class day over-realized funds will be looked at and disbursements will be made as was done last year.

### **New Business:**

8. Topic: VPAA Travel Funds (D. Topliff)
  - D. Topliff informed members because of the implementation of Chrome River in how travel is processed the Provost Office is revising the procedures and application for requesting VPAA Travel Funds. A new application form is being developed which incorporates information that was submitted on the old TAR form and will be distributed as soon as it is completed.
9. Topic: Lilly Conferences (D. Topliff)
  - D. Topliff said C. Parks sent an email out requesting participant names for the two Lilly Conferences. He gave a brief overview of the Lilly Conference for the new deans. He asked names to be submitted by the deadline date of September 9 to try and meet the early-bird registration deadlines.
10. Topic: New Faculty Orientation (D. Topliff)
  - D. Topliff shared the agenda and told the deans they did not need to attend the entire orientation meeting but they are more than welcome to. The deans are expected to attend the lunch if able to.
11. Topic: Departmental Meetings (D. Topliff)
  - D. Topliff said he and the President are already talking about what they want to discuss with the faculty members. He said a couple issues will be research and policy changes. He asked the deans to let him know if there is anything they would like the President and Provost to talk about.
12. Topic: University Committees (D. Topliff)
  - D. Topliff informed members the committees are in process. He asked if there are any faculty who asked to be on a committee but did not get assigned to one to please let him know.

### **Roundtable**

Paul Swets

- Informed members the piloted all on-line late withdraw/drop method is over. The on-line method worked well and will be continued.
- The issue of students enrolled in a course for which the prerequisite has not been met needs to be resolved by either issuing a prerequisite override permit or ask the Registrar's Office to drop the student from the given class and notify the student of the drop.

Jon Wegner

- 92% of the incoming freshmen class are enrolled in 15 or more hours.
- The exploratory tracks are up and running.
- Electronic official degree plan – said he met with IT and this should be functioning this fall and will make the ODP process easier.

### **Adjournment**