

Academic Deans' Council
September 5, 2019
Provost's Conference Room
Minutes

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

Minutes:

1. Topic: Minutes from August 29, 2019.
Minutes approved.

Announcements

- D. Topliff reminded all of the ASU Football game in the evening and discussed the Student Absence requirements. Only students participating in sponsored activities were allowed an excused absence to attend RamJam/game.
- D. Topliff discussed importance of reporting any threats to students, faculty, staff or university as a whole to the BIT Team and UPD. Further discussed prior situation that was handled regarding a student threat. As a result, D. Topliff explained the installation of deadbolts to all classrooms and key pads on the exterior of buildings. UPD will be the only ones with control access to the key pads.

Business:

2. Topic: Follett Contract (D. Topliff)
 - D. Topliff referred to the Follett contract (Bookstore). It was reiterated that we need to honor our part of the contract and any issues with Follett is currently being worked on.
3. Topic: Syllabi Discussion (D. Topliff)
 - D. Topliff presented the question as to why syllabi are not posted and available prior to the start of the semester. He further presented Howard College as an example, stating they have their syllabi posted at time of registration. Opened discussion up for how to make improvements in this area.
 - C. Kreitler stated she could push for this issue in Faculty Senate.
 - P. Swets suggested possible policy change with regards to deadline.
 - D. Topliff stated that further discussions regarding solutions will be held in the future.
4. Topic: Travel Issues – Chrome River (D. Topliff)
 - D. Topliff said Chrome River is now up and running. He and the VPs will be working on current issues that are arising with regards to travel. They are currently looking at all State and Federal laws to insure everything is lined up. Once there is a better understanding of the regulations, more information will be presented to Faculty.
5. Topic: TSO (J. Wegner)
 - J. Wegner discussed the Transfer Orientation Days and his request that Departments and advisors set aside at least hour on each TSO day for students to come in as walk-ins for advising.

6. Topic: Surveillance Video Access (D. Topliff)
 - D. Topliff recommended all to go in and read OP 62.05. He briefly discussed the OP. All cameras are to be brought up to Compliance by 12/31/19. stated that the committees are almost complete and will be sent out soon. In addition, IT was going to start limiting access to live and archived feed from videos.
7. Topic: Tenure and Promotion (D. Topliff)
 - D. Topliff stated that he will be sending out emails with regard to promotion of Associate Professor to Professor.
 - C. Jones discussed concern for the increase of salary once a Faculty member is promoted. Numbers have not been changed for several years.
 - D. Topliff agreed with C. Jones and stated that this should be further looked at. He will be working with HR and looking at comparative data.
8. Topic: IE Distribution (D. Topliff)
 - D. Topliff said he has discussed distribution with Duane and will discuss data once Banner is open.
9. Topic: Budget (D. Topliff)
 - D. Topliff stated there is nothing to discuss as far as budget is concerned at the current time.

Roundtable

Paul Swets

- Reminded all of the Endowed Professorship Updates.
- Questioned the location of the OP regarding Faculty Authored Text.

Jon Wegner

- Discussed drops for non-payment on September 19 for those with schedule changes.
- Discussed installment deadlines and emergency loans.

Micheal Salisbury

- Discussed graduate tuition surcharge funds will be distribution.
- Further discussed the programs with 8-week terms and close dates. Involved the Norris-Vincent College of Business, College of Education and the Department of Security Studies and Criminal Justice.

Adjournment