

Academic Deans' Council
September 12, 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 September 5, 2019.
Minutes approved with corrections.

Old Business:

2. Topic: Enrollment (D. Topliff)
 - D. Topliff shared with members a summary of enrollment numbers he received from J. Sefcik. The 12th class day number of students is 10,568. Dual Credit student number is 3,002, undergraduate students is at 6,040, and graduate at 1,526. Semester credit hour generation is up from 2018. He said Enrollment Management expects new 1st time Freshmen to go up 6% in the 2020 fall semester. D. Topliff said graduate student recruitment and retention will be focused on.
3. Topic: Syllabi Discussion Continued (D. Topliff)
 - D. Topliff informed members as of this morning only two syllabi have not been posted. Both are Dual Credit courses.
 - D. Topliff said syllabi issues will be discussed at the department faculty meetings with the President and Provost this semester and the issues will be taken to the Faculty Senate. He said a template needs to be made for use across campus. The template will focus on format and policy to make sure all syllabi are in compliance. The template will in no way limit academic freedom.
 - A demo of Concourse software to create syllabi has been scheduled. This software will standardize the look and what information has to be in all syllabi. The College of Education will pilot this software.
4. Topic: Budget (D. Topliff)
 - D. Topliff said Budget moved Instructional Enhancement funds into the College accounts. He said the amounts were based on last year's fall distribution. D. Topliff said after the 20th class day he will calculate funds again and transfer the rest of IE funds.

New Business:

5. Topic: Grade Point Calculation (D. Topliff)
 - D. Topliff said an unintended consequence of separating a 4-hour course into a 3-hour course and 1-hour lab class has come to light. When a student takes a 3-hour course and 1-hour lab class to repeat a 4-hour course they failed the grades from the 3+1 classes do not replace the fail grade of the 4-hour course. He said the deans must request a grade calculation change in these cases. P. Swets said he will write up a procedure proposal for this so everyone is doing the same thing. D. Topliff said once this Council approves the proposal he will notify the Registrar's Office of the procedure.
6. Topic: Tenure and Promotion Discussion (D. Topliff)
 - D. Topliff informed members he has received several questions regarding OP 06.31 creation of the Peer Review Committee for non-tenure-track evaluations. The OP was reviewed and there was some discussion. The Provost asked for suggestions on how to clarify this section of the OP.

- D. Topliff said the review of OP 06.23 began in August 2009 and was finished August 2017. C. Kreitler said this OP is up for a regularly scheduled review this year anyway and will be reviewed by the Faculty Senate. D. Topliff told members to continue to send people with questions regarding these OPs to him.

7. Topic: Student Safety (D. Topliff)

- D. Topliff informed members the Student Government Association will be sending out something on student safety. An everyone email was sent out by Communications and Marketing yesterday reminding all about the Lifeline Response App, the emergency call boxes, and ASU Alert messages, and included the ASU Police Department phone number. This was in response to a social media incident. He said there is not much the University can do about social media but he said students need to understand they are legally liable for whatever they post. He said Homeland Security is meeting the University Police and is investigating. D. Topliff said University Legal has become involved as well because of the new legislation on Free Speech.

8. Topic: New Legislation (D. Topliff)

- D. Topliff informed members legislation recently passed regarding Free Speech. He said this legislation will be discussed at the next Deans and Department Chairs/Heads meeting.
- D. Topliff said SB 212 dealing with sexual harassment also passed. He said the legislation requires a person to report any sexual harassment they become aware of even if it is only an overheard conversation between others. If a report is not made, you are subject to automatic immediate dismissal. He said there is no provision in the bill for an appeal of dismissal.

Roundtable

John Wegner

- Informed members drops for non-payment is next week. He said a list of these students will go to department chairs today so they can contact the students to encourage them to make their payment so their schedule will not be dropped.

Paul Swets

- Expressed the need to know the new schools wanting online Dual Credit for the 2020 spring semester. D. Topliff said this information will be given out as soon as possible once it is finalized.

John Klingemann

- Informed members it has been proposed to move RamPage to an online format instead of hardcopy. He said a survey will be sent out but most likely this change will take place.

Adjournment