

Academic Deans' Council
October 10, 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 26, 2019.
Minutes approved.

Announcements

- B. May
 - Informed members the Board of Regents meeting was last week and everything is going smoothly. He said being a member of the Texas Tech University System has pros and cons.
 - Reported the construction projects are going well.
 - Said enrollment efforts are progressing. Everyone has a part and already a lot has been done to increase enrollment. Working to boost transfers.
 - Future is online programs. The programs ASU already put online are flourishing.

Old Business:

2. Topic: Enrollment (D. Topliff)
 - D. Topliff informed members he, enrollment management staff, J. Flores, and J. Wegner met yesterday to work on addressing increasing enrollment. It is understood that there is no one magic bullet to fix the issues. Marketing ASU is a big issue that will be a major focus. D. Topliff asked members to send him any ideas.
 - D. Topliff said he and the President are about to undertake trips to community colleges to promote transfer to ASU. Some locations include Oklahoma, south Kansas, Colorado, and New Mexico.
 - D. Topliff proposed each department have a faculty member assigned as a point of contact for transfer enrollment. This contact should be prominently listed on the department website. No action on this proposal taken at this time. Further discussion will be held at a later time.
 - Some discussion points:
 - Need transfer information updated and expanded on the website
 - Have transcripts evaluated when they come in to see what may transfer in or be a substitution
 - Update inventory of transfer courses/substitutions
 - Need list of Articulation Agreements on website
 - Prominently promote Carr transfer scholarships
 - Allow transfer students to enroll before everyone else
 - Tuition charge - Out-of-State, In-State, or somewhere in between
3. Topic: Course Inclusion/Exclusion (D. Topliff)
 - D. Topliff informed members the proposal submitted last week needs final approval because advising begins very soon and this needs to be in place. C. Jones moved to approve the proposal as submitted; M. Salisbury 2nd. Motion passed by unanimous vote. D. Topliff said he will speak to the Registrar's Office and J. Wegner will contact the professional advisors.

5. Topic: Class Caps Committee (D. Topliff)

- D. Topliff said the committee met again last week. A white paper will be distributed the first week of November for implementation in Fall 2020.

New Business:

6. Topic: IE Funds (D. Topliff)

- D. Topliff shared his IE funds calculation spreadsheet. He said IE distribution amounts are down this year because of the salaries paid with IE funds and the 5% raise. D. Topliff said over-realized revenue will be small if any. He said the 25% release funds will be distributed in the spring.

7. Topic: Budget (D. Topliff)

- D. Topliff said all HEAF funds are going to renovate the Academic Building. The Provost Office has zero HEAF funds, therefore, any HEAF fund requests submitted will be denied.

Roundtable

Paul Swets

- The ABET accreditation team for the Civil Engineering program completed their site visit. ASU had zero shortcomings.

John Klingemann

- Informed members the Department of English and Modern Languages has standardized a schedule for T-section courses and a pilot test will be done during the spring semester.

Leslie Mayrand

- Related to members a situation of a student dropping a course per the advice of the advisor, department chair, and dean. The appeals committee denied the late drop request. Procedures don't address where to or how to appeal the decision of the appeals committee. The Provost suggested a letter be submitted to the appeals committee from the department chair and/or dean regarding the extenuating circumstances without going into details.

John Wegner

- Reminded members advising starts next week. He asked members to be sure faculty advisors are contacting students. He said he is already receiving emails from students saying they have not heard from their advisor. J. Wegner said a report will be run December 1 showing the percentage of students advised and enrolled.
- Informed members November 8 is the 2nd Annual 1st Generation Rams event. He said departments will be contacted for names.
- Professional advisors will help connect Navigate to Outlook. Students using Navigate to make advising appointments receive an appointment reminder the morning of the appointment by email and a text reminder at least one hour before the appointment.

Mike Salisbury

- The last surcharge funds have been distributed. He and B. Hawkins are working on grant policy regarding student travel to conform to the updated OP.

Adjournment