

**Academic Deans' Council**  
**November 14, 2019**  
**Provost's Conference Room**  
**Minutes**

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

**Minutes:**

1. Topic: Minutes from October 31, 2019.  
Minutes approved.

**Old Business:**

2. Topic: OP 06.23/Faculty Select Committee (D. Topliff)
  - D. Topliff said the Faculty Select Committee needs to be formed as soon as possible but so far only one College has sent him nominees. D. Topliff reminded each College to hold elections for two representatives to be on the committee and to get him the names.
3. Topic: Distance Education Council/OP 04.11 (D. Topliff)
  - D. Topliff told members this council is now in place although he may add another course designer. There was a brief discussion on how to make sure the enrolled student is the one doing the course work.
4. Topic: Class Caps Committee Update (D. Topliff)
  - D. Topliff told members this committee is moving right along and he is very pleased with the work. The committee is working with data and not conjecture. D. Topliff said the survey sent out yesterday afternoon already has 200 responses.
  - A member brought up a related issue of the sophomore level courses are already full before the sophomores are able to register. The Provost said he will approve adjuncts and overloads to add additional sections.

**New Business:**

5. Topic: Classroom Management Training (D. Topliff)
  - D. Topliff told members there has been multiple incidences of issues with disruptive students in class. He suggested the need to hold faculty development training in classroom management. Members were very favorable to the suggestion. There was some discussion. Training was suggested to be face-to-face in 2 to 3 large sessions before the beginning of the spring semester. It was also discussed that students need to be told of expectations and consequences. A follow up discussion on details will be held.
  - A member suggested training on the issue of service and comfort animals in class.
  - D. Topliff said there was a Title IX incident that used to be a felony but because of a new law on the books is now a misdemeanor. The student is still enrolled and needs to be removed from a particular course and assigned another section. D. Topliff said that if Title IX calls and tells you to do something you must do what you are told and as soon as you are told to do it. When Title IX tells you to do something it is not a suggestion. D. Topliff said these issues will be discussed at the Deans and Department Chairs/Heads meeting next week.

6. Topic: SCH Generation (D. Topliff)

- D. Topliff shared a spreadsheet comparing Fall 2017, 2018, and 2019 SCH numbers for Dual Credit, face-to-face, and Distance Education. DC and DE increased but face-to-face decreased. The decrease calculates to 53 classes not being taught.
- D. Topliff said there is an opportunity to boost graduate numbers. He said he sent an invitation to a Zoom meeting next week. The discussion will be credentialing high school teachers to teach Dual Credit.
- D. Topliff said to look at upper-division courses to put online. He said completion degrees are needed. The courses should probably be in an 8-week format.

**Roundtable**

Paul Swets

- Asked if the University Curriculum Committee meeting in January would have only the items deferred from the November meeting or if new items would be added. D. Topliff said any new items will need to wait to be addressed at the March meeting.
- Informed members he was told by a High School Dual Credit teacher that they were contacted by the ASU Dual Credit office regarding assessment of courses. D. Topliff said he would look into it. There was a brief discussion about the information that B. Hawkins is requesting and the information K. Schell is asking for. D. Topliff said B. Hawkins is assessment and K. Schell is looking at how data is being used.

Leslie Mayrand

- Informed members the Nursing Department CCNE accreditation visit went very well and there were no findings.

**Adjournment**