

**Academic Deans' Council**  
**February 20, 2020**  
**Provost's Conference Room**  
**Minutes**

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

**Minutes:**

1. Topic: Minutes from February 13, 2020.  
Minutes approved.

**Announcements**

- D. Topliff reminded members the Biology Department Open House and celebration of accreditation for the mammalogy collection and receiving the 20,000<sup>th</sup> specimen is tonight. P. Swets said the genomic resources collection has also received accreditation.

**Old Business:**

2. Topic: Acadeum (D. Topliff)
  - D. Topliff informed members the finances aspect of the program is still in the process of being worked out.
  - J. Wegner said the pilot program will run in the Spring B term. He will send information with instructions and what courses will be allowed through email.
3. Topic: Core Substitutions (D. Topliff)
  - D. Topliff said he had a meeting regarding substitutions in general. He reminded members if a course is in the Core at another institution, ASU must accept that course as core per State statutes. There was some discussion on Core courses and the component areas assigned.
  - D. Topliff said the State statutes need to be reviewed for requirements. He said there will be further discussion with the Registrar. There was some discussion regarding transcripts marked "Core Complete" and "Not Core Complete".
4. Topic: Academic Drop and Withdrawal Committee (P. Swets)
  - P. Swets distributed a proposal for the new Academic Drop and Withdrawal Committee. He said currently there is only a committee for appeals for late withdrawals. P. Swets said the guidelines and process for appeals are still being worked on but the committee needs to be created so it may be added for next year committee assignments.
  - There was some discussion. The process to drop should be reviewed and revised by the Faculty Senate. The committee can make recommendations but has no authority to determine policy. P. Swets will revise the proposal and send to members electronically for review.
5. Topic: UCC (D. Topliff)
  - D. Topliff informed members the UCC is scheduled to meet in two weeks, the Friday before Spring Break. He said if there are items going to UCC to get them to J. Kramer as soon as possible. The deadline is tomorrow.
6. Topic: Distance Education Council (D. Topliff)
  - D. Topliff said the council will get together soon to start on the Distance Education policy and standards.

**8. Topic: Budget (D. Topliff)**

- D. Topliff shared with members Remission/Exemption Analysis data and Remission/Fee % of Tuition/Fees Revenue data given to the Vice Presidents. He said some things ASU can't do anything about because of State statutes. D. Topliff said this information will be presented to the State Legislature to support requests for funding from the State.
- D. Topliff said there was under-realized revenue across the board. He said members will see cuts when working on the budget and reminded members the budget is based on current enrollment numbers.

**New Business**

**9. Topic: Student Handbook (D. Topliff)**

- D. Topliff informed members the Student Handbook is in the process of being updated. He said there are several changes he would like made and he asked members to review the handbook and any changes they see need to be made to please send them to him and he will get the changes to Student Affairs and Enrollment Management. D. Topliff said the Student Handbook needs to match operating policies and the University Catalogs. He said the Student Handbook has to go to the Board of Regents for approval.

**10. Topic: Provost's Scholars Program (M. Salisbury)**

- M. Salisbury said he and P. Swets have worked on a proposal for this program P. Swets previously suggested to members. He said this program is designed to provide faculty members an opportunity to compete for course release time to pursue scholarship or creative activity. A committee needs to be created and the Faculty Senate needs to have the committee requirements before they start working on next academic year committee assignments.
- The program proposal was distributed to members. There was some discussion. M. Salisbury will make discussed changes and present revised version for review. The committee will start with the proposal and fine tune it for submission to the Provost for final decision.

**Roundtable**

John Klingemann

- Informed members the Foreign Affairs Speaker event date has been changed to March 3.

Paul Swets

- Said he will send members an email with inclusion/exclusion information in regards to the change from 4-hour courses to 3+1 courses. He asked that each department compile a list and submit a spreadsheet to the Registrar's Office at the end of the semester to ask the older course be excluded and the newer course be included.

John Wegner

- Informed members the 2<sup>nd</sup>-year Liaisons will get a report listing the students who changed majors and they will be talking to department chairs. The students need to be reached out to by faculty members.

Scarlet Clouse

- Informed members the Concourse pilot launches in the spring B term. The Provost asked that a demonstration of Concourse be arranged for a future meeting.

**Adjournment**