

**Academic Deans' Council**  
**January 25, 2022 - HHS Conference Room**  
**Minutes**

**Present:** S. Clouse, C. Jones, J. Klingemann, L. Mayrand, N. Negovetich, M. Salisbury, P. Swets, A. Tiger, D. Topliff.

**Minutes:**

1. Topic: Minutes from January 11, 2022.  
Minutes approved.

**Old Business:**

2. Topic: COVID Information (D. Topliff)
  - COVID active cases: 57 students, 8 faculty/staff. These numbers are down from just a couple of days ago.
3. Topic: Adjuncts/Employees (D. Topliff)
  - D. Topliff said the rules for hiring ASU staff employees as adjuncts must be reviewed and followed. The staff member must be in an exempt position. The rules are based on State law. For example, if a staff member teaches as an adjunct during their lunch hour, they cannot take another lunch hour off that same day.
4. Topic: Ongoing Searches (D. Topliff)
  - D. Topliff informed members 36 applications for the Vice President for Student Affairs position have been received. The search committee is meeting this afternoon. It is expected 5-10 applicants will be interviewed virtually. Campus interviews will be held about mid-March for 3-4 candidate finalists.
  - The Dean position for the Norris-Vincent College of Business will be posted today. L. Mayrand will chair the search committee.
  - The Dean of the College of Graduate Studies and Research position has received 10 applicants.
  - The department chair of Communication and Mass Media will be Leslie Rodriguez. She will begin February 1.
  - The Degree Audit and Curriculum Coordinator position will be posted internally soon.
5. Topic: Dual Credit (D. Topliff)
  - The way ASU gives scholarships for Dual Credit is changing. The original partners have been visited by the President, Provost, and Vice Provost to discuss the changes. The scholarships come from the Carr Foundation. Carr Foundation funds must be used only for the needy and worthy. Process are being looked into to determine how to identify needy and worthy high school students. Scholarships will be given for one class per semester. Students will now be required to complete a scholarship application to receive funds.

**Roundtable**

Paul Swets

- Reminded members of professional development opportunities from Magna Publications Online which is integrated into Blackboard. It is free to faculty and staff.

Nicholas Negovetich

- Reminded members KLST Concho Valley Live has a regular slot each week for ASU. Communications and Marketing coordinates participants.

John Klingemann

- The Mayer Museum has purchased five new dinosaurs. The new exhibit on Transportation in West Texas opens this weekend.
- Foreign Affairs speaker is February 14-15.
- Holland Symposium is March 24-27.

Micheal Salisbury

- A last push for GS 1181 teachers to sign up is going out. Expect about the same number of courses will be needed.
- An all-faculty email will be sent out regarding Early Alert. The Early Alert service is available all year.
- ASU is working on becoming a teaching institution with Acadeum. A list of courses for the summer are needed to post in the portal. These courses are unsold seats, not seats created for posting in Acadeum.

Clifton Jones

- COVID funds need to be spent. One suggested use of the funds is to purchase light boards for every classroom building.
- A request for a meeting with each College's faculty will be sent to the Deans. The meeting will be 60-90 minutes and face-to-face. Items on the agenda include incident reports, a digital syllabus template for a link to the Student Handbook, and information will be provided to faculty for self-help resources that are free and also available to family members. Please contact the VPSA Office to schedule a day and time for this meeting which should be separate from a regularly scheduled College faculty meeting.

Don Topliff

- SACS requires orientation of faculty and graduate students. Deans are to look at Graduate programs and create an orientation program if one is not already in place. Orientation must be documented.

**Adjournment**