

**Academic Deans' Council**  
**October 18, 2022 – HHS 200 Conference Room**  
**Minutes**

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

*Guest:* K. Mikulik

**Minutes:**

1. Topic: Minutes from September 27, 2022 and October 4, 2022.  
Minutes approved

**Kerri Mikulik**

- Faculty involvement in recruitment – Academic Open House. Deans requested notification before these events. Admissions normally contacted Department Chairs to plan and did not involve the Deans.
- Ram Preview Day- November 12, 12:45pm to 2:00pm, open for all high school students but mainly within a 180-mile radius. Used to be called “Senior Day” but rebranded to include other prospective students. In the afternoon the students will meet the academic Department Rep for more information and recruitment. Faculty members are selected by Department Chairs.
- Recruitment training for faculty- asked for feedback about implementing this- don’t call “training”- clear expectations- an admission counselor will discuss what questions they get, what questions the counselor asks students, terminology to use in discussing scholarships, discuss specific talking points for specific department, job placement questions responses, everyone have the same information.

**Security Training**

- Provost sent list yesterday- 118 ASU faculty have not completed annual security training- this is a State law- as of Friday at 5:00pm computer access will be terminated and the only access granted at this time will be to do the training. Once training is complete full access will be restored.
- Provost said adjuncts and other part-time employees will be included in the future

**Concourse**

- Spreadsheet emailed to each earlier this morning. Comparison of Institutional Policies and Procedures for Concourse syllabus. Going forward there will be one version for all. Additional info needed by college/department may be added to syllabus.
- Propose a small committee of deans to work on template for syllabi- figure out what is required and add on from there.
- Provost and Vice Provost will collect requirements and send email to members this afternoon
- General university-wide section will be locked down so it cannot be edited

### **Budget**

- IE accounts populated – 75% now- depending on spring enrollment there may or may not be additional funds.

### **Roundtable**

- Salisbury- registration begins Monday at 7:00 am. From 8:00 am-1:00 pm space has been reserved in the UC for a table for Advisors to help students outside advising times. Need to change time for transfer students to enroll- currently last after freshman enrollment.
- Bixler- Friday at noon- open writing for anyone to come in and work on grant writing (until 2:00pm)