

Associate Deans' Council Minutes

Tuesday, 13 November 2018

Academic Affairs Conference Room ADMIN 102, Meridian 653, I.F. Bennion Conf. Room
9:00 a.m.

Approved by Associate Deans on November 20, 2018

Attendance: Randy Earles, John Gribas, Bob Houghton, Karen Wilson Scott, Sandy Shropshire, Robert Fisher, Debbie Ronneburg, Karen Neill, Tracy Collum, Jen Adams (Meridian), Joanne Tokle (Chair)
Excused: Brooke Bautista, Scott Scholes
Absent: Mary Lou Dunzik Gougar, Cindy Hill
Admin Asst: Catherine Read
Guests: Matthew Wright

1. Title IX Training – Matthew Wright, Title IX Coordinator
Matthew Wright held an in-person training session for the Associate Deans. Those who participated in this session do not have to take the online training this year.
2. Minutes
 - a. Minutes for Deans' Council, Associate Deans' Council and other campus groups will now be approved and made public to the campus community. Joanne Tokle has asked her assistant, Catherine Read, to attend Associate Deans' Council meetings and take the Minutes.
 - b. Once the new Faculty Constitution is approved by the State Board of Education, Faculty Senate will once again be reviewing and accepting Minutes and approving recommendations from faculty council meetings. This change will make it even more important to adhere to all deadlines in order to allow for the extra layer of review.
3. Mid-term Grades
A few years ago, Faculty Senate approved a new policy requiring all mid-term grades be posted for every lower-division course, not just sub-par grades. At this point, there is no easy way of importing grades posted on Moodle into the Banner system in the Registrar's Office; ISU does not own nor have licenses for the necessary software. The Council discussed various ways of mitigating the overuse of NB (non-basis) grades and how to ensure faculty properly post all their mid-term grades.
Decision: Joanne Tokle will work with the Registrar's Office each semester to generate a list of missing mid-term grades for each college. She will provide the appropriate lists to the Associate Deans by the Monday before mid-term grades are due so they can follow up with their faculty and get the grades posted.
4. Workshop for Chairs and Program Directors – **Wednesday, Nov. 14 at 2:00 p.m.** in Salmon River Suites
This year's workshop has been planned to be concise and informative. Joanne Tokle asked the Associate Deans to encourage all their department chairs and program directors to attend the sessions they individually think would be most beneficial. Tokle recommended most chairs and program directors should consider attending Alan Frantz' session on Evaluations.
5. State Proposal and Letter of Notification status update:
Several Discontinuances were recently approved by the SBOE. Slated for review at this Thursday's CAAP meeting are: MS in Computer Science, MA in Spanish, MS in Clinical Psychopharmacology, and MS in Nutrition with and without Dietetics Internship. Once approved by CAAP, they go to IRSA for review on Nov. 29, then to the full SBOE for their meeting in mid-December. The BAS in Robotics and the Diagnostic Medical Sonography proposals are both still awaiting the President's approval. BBA in Economics only needs approval by the Office of the State Board due to the small fiscal impact. Letters of Notification will be sent to SBOE soon, and only take about a month for approval.
6. Adjourn: 10:40 a.m.