

## **Deans and Department Heads Meeting**

**September 23, 2010**

**UC 102-103**

### **Minutes**

Present: N. Allen, T. Badgett, D. Bailey, T. Bankston, A. Blose, G. Blount, M. Buck, K. Cody, B. Davidson, S. Eoff, M. Fortin, C. Gaulden, S. Hasson, K. Heineman, K. Lambert, L. Lucksinger, L. Mayrand, K. McCoy, L. Musgrove, E. Olson, J. Osterhout, T. Roden, D. Scott, S. Snowden, J. Summerlin, S. Tomlin, S. Wahl, M. Walker, A. Wallace, R. Wilke,

### **Minutes**

1. Topic: Minutes

The minutes were approved without changes.

Responsible Party: N. Allen

### **Old Business**

2. Topic: Program Prioritization Process Data Retrieval and Dissemination

The Office of Institutional Research and Effectiveness will be providing data for the process. A list of all programs from each department is due to the respective dean by Wednesday, September 29. The deans will review the information and forward it to the Provost by Friday, October 1. The prefix and number for each course in the program should be provided to aid data retrieval. Sarah Logan will require six to eight weeks to compile the data once she has all the information about the courses and programs. Historical information and data need cover only the past four years.

Responsible Party: Department Heads; Deans

3. Topic: Administrative Status of Department Heads

In addressing the issue of the percentage of administrators at ASU (12%), A. Blose noted that department heads are classified as administrators and queried those at the meeting how they would classify themselves—administrators or faculty. J. Summerlin pointed out that it depends on the budget source. If department heads' salaries are paid the faculty money pool, they are technically not administrators. In terms of shared governance, department heads need to decide if they want to be viewed as a separate group or as faculty. It was noted that the faculty tend to view department heads as administrators.

Responsible Party: N/A; Informational

4. Topic: Classroom Utilization

A. Blose met with Greg Pecina and others to discuss how classrooms are utilized. The deans will be meeting with Greg to identify opportunities for more effective utilization of space. A suggestion was made at the Academic Deans Council meeting to contact other institutions in the state to determine how they handle this issue.

Responsible Party: A. Blose

5. Topic: Study Abroad Programs

International Education Week is November 15 through November 19. S. Tomlin encourages departments to submit an event for the week. International Studies is also hosting an international faculty luncheon. All faculty are encouraged to attend, and details are forthcoming.

Ten study abroad programs have been identified for summer 2011, most of which are open to all majors. Many of the programs are almost full. S. Tomlin reminded everyone that once students complete the application online, they must submit a request for course substitution form.

Seventy-four new international students are on campus representing 24 countries. Additionally, ASU hosted its first English as a Second Language/Nursing internship this past summer. It was a successful program for the university.

Responsible Party: S. Tomlin

### **New Business**

#### 6. Committee on Committees

R. Wilke informed members that the Committee on Committees will meet next week to identify faculty committee assignments. A. Blose would like to have all committee assignments for the 2011-2012 academic year completed before the end of the 2010 Spring semester.

Responsible Party: Faculty Senate Committee on Committees

#### 7. Trimester Proposal

Dr. Rallo has proposed a trimester model. In response, A. Blose has formed a task force of deans, representatives from Student Affairs and Enrollment Management, faculty members, department heads and staff to further investigate the operational model. There are programs on campus that operate on year long schedule due to the course load.

Responsible Party: A. Blose

#### 8. Big, Hairy, Audacious Vision (BHAV) for Academic Affairs

The BHAV for Academic Affairs will provide J. Penry from the Development Office with information about possible fundraising opportunities related to priorities for Academic Affairs.

Responsible Party: A. Blose

#### 9. VPAA Travel Funds

VPAA travel is funded at \$20,000 available to support faculty travel to conferences. Because of demand, these funds are depleted typically by November. To provide funding to those faculty who don't receive confirmation of conference participation until late in the fall or early spring, the deans have recommended dividing funds over the two long semesters beginning academic year 2012. The guidelines and application for funding require revision.

Responsible Party: N. Allen

### **Round Table**

#### Dionne Bailey

- Because of increased requests for student information, P. Swets has expressed concern about the release of student information and potential FERPA violations. He would like to discuss standardization of how the information is requested from faculty and staff and released to various entities on campus (athletics, advisors, etc.). He would also like to look into an authorization channel to make sure the requestor is entitled to receive the student's information. N. Allen recommended that this item be presented to the Vice Presidents for further review.

Steve Snowden

- PA is no longer part of the core; however, the course is still required by some degree programs. Coaches will no longer teach PA sections effective the fall 2011. Students are encouraged to complete their remaining classes this spring because of the limited offerings next fall.

Maurice Fortin

- Library construction will continue for one to two more months. Although construction is progressing, the first floor may not re-open until late November.
- The approval of the materials budget is pending completion of assignments to the University Library Committee. He will be making a proposal to the committee to change how the materials budget is distributed.
- The library has expanded e-book holdings. Staff have worked with several departments to change from print materials to electronic versions.
- The majority of the library fee increase has gone to the construction project.
- Departments are encouraged to begin submitting orders, even though the allocation of funds has not been completed.

Andy Wallace

- Schedule build is September 27. The deadline for textbook adoption for faculty is October 15. The Follett bookstore website does not have the spring textbooks available. He requested that someone notify the bookstore; otherwise, faculty will not be able to order textbooks.

Ken Heineman

- Jason Pierce has developed a Facebook page for the Department of History.

Grady Blount

- Several department heads met recently with the regional bookstore manager. The bookstore looks at the previous semester's enrollment in courses, takes 40% of enrollment, then adds 10% to determine how many books will be ordered. The current year's enrollment report is not accessible to the bookstore. It was recommended that the bookstore be given access to that information in order to accommodate the requests.

**Adjournment**