

Deans and Department Heads Meeting  
September 24, 2009  
UC 203-204, Nasworthy Suite  
Minutes

Present: N. Allen, T. Badgett, T. Bankston, G. Blount, Col. M. Buck, D. Carter, K. Cody, W. Davidson, G. Engdahl, S. Eoff, M. Fortin, C. Gaulden, S. Hasson, K. Heineman, J. Limbaugh, L. Lucksinger, L. Mayrand, K. McCoy, J. Miazga, L. Musgrove, E. Olson, J. Osterhout, T. Roden, D. Scott, J. Summerlin, S. Snowden, P. Swets, S. Wahl, A. Wallace, S. Wilkinson

Guests: S. Meyer, L. Wheeler, S. Tomlin

**Guest**

1. Topic: International Education Week – Sharynn Tomlin

S. Tomlin presented her schedule for the week and invited departments to suggest activities they might like to include. She then acquainted the members with the Center for International Studies website. The Center is working on a new program called “Live and Learn” for alumni and faculty.

Responsible Party: N/A, Informational

2. Topic: Departmental Scholarships – Sharon Meyer

Changes to the process of distributing departmental scholarships will help maximize the money available to students. To maximize the use of financial aid, departments will be assisted in identifying students who match the scholarship criteria. Additionally, ASU will have a common financial aid application form for all scholarships. S. Meyer will notify department heads of the amounts available in their respective scholarship(s) by November 1, 2009, as well as a list of qualifying students.

Responsible Party: N/A, Informational

**Minutes**

3. Topic: Minutes

The minutes were approved.

Responsible Party: N. Allen

**Old Business**

4. Topic: Academic Plan/Strategic Plan and Academic Advising Plan – Jim Limbaugh

J. Limbaugh discussed the Academic Master Plan/Strategic Plan he will be submitting to the Strategic Planning Council. He also reported that the five deans agreed upon an academic advising plan for each college to be implemented by the 2010 Spring semester.

Responsible Party: N. Allen

**New Business**

5. Topic: Programs of Distinction – Jim Limbaugh

To distinguish itself and to attract students, ASU is identifying “Programs of Distinction.” Nursing, Education, and Agriculture programs have received national attention and the recognition will be communicated, promoted and marketed.

Responsible Party: N/A, Informational

6. Topic: Equity Pay – Jim Limbaugh

J. Limbaugh distributed copies of a report detailing the rationale for and distribution of faculty equity adjustments. N. Allen explained how the amounts were calculated. She also noted that the amount identified this year for rank promotions was significantly higher than that in previous years. J. Limbaugh added that an institutional decision was made to increase by 33% the amount of money available for equity adjustments. A faculty compensation study based on academic disciplines is currently in the planning stages.

Responsible Party: N/A., Informational

7. Topic: Academic Topics – Jim Limbaugh

J. Limbaugh opened the floor to questions and comments from the Department Heads.

- Securing airline tickets in a timely manner to avoid increases in price is an ongoing problem. In some instances, the airline cost has doubled between the time the flight is booked and the paperwork is finalized. The membership concurred and expressed concern about the current process for completing travel vouchers.
- Because diplomas are no longer distributed at commencement, an early deadline for submitting senior grades may not be necessary. The Academic Deans' Council will reconsider this issue at an upcoming meeting.  
Responsible Party: J. Limbaugh
- In response to a question about the status of department budgets, J. Limbaugh noted that a discussion about additional monies requested by departments has yet to be held but will be soon after the president returns to campus.
- Titles, salaries, and merit for non-tenure-eligible faculty remains an issue. N. Allen reported that a draft study to address non-tenure-eligible faculty issues was completed last year and will be considered this year.
- Several members raised concerns about the new on-line process for requisitions. J. Limbaugh asked the membership to send specific concerns to N. Allen so that he could address the issues.

**Roundtable**

**Doyle Carter**

- The Department of Kinesiology has submitted its self-study for accreditation of athletic training.

**Kenneth Heineman**

- The Department of History is seeking funding to establish the Charles Endress Military History Chair and the Dempsey Watkins Lecture Series.

**Shawn Wahl**

- “Queen of the Mist” opens Thursday, Oct. 1, with performances 10/1-10/3 and 10/8-10/10.

**Karen Cody**

- The Department of Modern Languages is implementing an intensive Spanish class to allow students to receive credit in 1301 and 1302 in a single semester. Additionally, the department is proceeding with the new degree in Cultural Competency.

**Maurice Fortin**

- The Friends of the Library have a new exhibit opening.
- Renovations to the Library are on schedule. Maurice will provide presentations to the various senates and other groups about library access during the renovation. He also plans to have a web page to keep the university community updated.
- Renegotiations are affecting rates for consortium institutions in the same way we have seen rates impacted in other venues.
- Materials budget allocations have been distributed.

**Grady Blount**

- ASU will host the Texas Association of Deans of Liberal Arts and Sciences. Dr. Belle Wheelan will be the guest speaker.

**Adjournment**

