

## **Deans and Department Heads Meeting**

**January 21, 2010**

**Rassman 100**

### **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, G. Gaulden, S. Hasson, K. Heineman, K. Lambert, J. Limbaugh, L. Lucksinger, B. May, L. Mayrand, K. McCoy, J. Miazga, L. Musgrove, E. Olson, J. Osterhout, T. Roden, T. Sauncy, D. Scott, J. Summerlin, P. Swets, S. Wahl, A. Wallace, S. Wilkinson

Guests: J. Russell

### **Minutes**

1. Topic: Minutes

The minutes were approved without changes.

Responsible Party: N. Allen

### **Guests**

2. Topic: Space Utilization Guidelines – John Russell

To secure approval to proceed with building ASU's CHP, the university must reduce its E&G space by 11,600 square feet. To gain reduce space, 1) an inventory will be completed to determine if space is appropriately identified and 2) E&G space must be identified and converted to non-E&G space. J. Limbaugh will be meeting with all the departments to discuss their growth needs. He asked for everyone's help in reviewing how space is coded in departments to help eliminate the surplus.

### **Old Business**

3. Topic: Core Curriculum – Jim Limbaugh

Because there is currently a discrepancy between the core curriculum requirements ASU has reported to THECB, including the number of hours comprising the core, and those identified in the Catalog, an assessment of the core cannot be reported unless it is reported three different ways. Currently there are three different core curriculum listed in the ASU catalog. The core curriculum reported to the THECB is not the core curriculum that ASU is actually using. We are reporting a 45-hour core, with 8 hours of science and 1 of physical activity. There are departments, however, that have only 6 hours of science and no physical activity. The core curriculum must, therefore, be revised before the next catalog goes to print. P. Swets said he understood the core requirements to be competencies, not coursework. He also asked if we are going to require that we would meet competencies by identifying a specific course. J. Limbaugh said that was the option the university would pursue at this time.

J. Limbaugh noted that Dr. Rallo has requested a thorough curriculum review. Additionally, the Coordinating Board will issue a new set of standards for the core curriculum later this year.

Responsible Party: N/A, Informational

4. Topic: Summer School Update – Jim Limbaugh

Summer school will follow its usual schedule. Faculty may check the summer school policy posted on the provost's website for salary information related to enrollment requirements. Summer school salary per section is calculated on 1/12<sup>th</sup> of the faculty member's annual salary. Faculty teaching summer school whose classes meet the required number of students as indicated in the salary schedule will be paid at the rate identified above. Should enrollment not meet the required number of students identified in the schedule, the faculty member's salary will be prorated based on the lower enrollment. Coordinating Board mandates regarding minimum class enrollment remain in place. ASU is moving toward summer school being self supporting, a common approach across the country.

Responsible Party: N/A, Informational

5. Topic: Quality Enhancement Plan (QEP) – Jim Limbaugh

J. Limbaugh and K. McCoy stated that the QEP must be faculty driven. J. Limbaugh recommended everyone visit the SACS website for information about the QEP and for examples of other universities' plans. The QEP must be a transformative learning experience for the university that improves student learning across campus. The QEP action committee is in the initial stages of identifying the QEP process. K. McCoy, chair, will forward recommendations for faculty participants early in the semester. Without approval of the QEP, ASU could be placed on probation. The QEP will be implemented following the 2013 reaffirmation.

Responsible Party: K. McCoy

6. Topic: SOAR Update – Nancy Allen

Responsibility for SOAR has moved from Student Life Enrollment Management as part of a comprehensive approach to recruitment and retention. N. Allen asked for volunteers from the membership to help design the program's academic sessions for students and parents. There will be two separate tracks during the day for parents and students. J. Limbaugh noted that Discover ASU will also focus on the academic programs of the university.

Responsible Party: N. Allen, Steve Klein

7. Topic: Student Learning Assessment Plans – Jim Limbaugh

J. Limbaugh will provide a link on the provost's website offering step-by-step directions on how to develop an assessment plan. The plans are due to J. Limbaugh by April 1,

2010. Each department has the option of how to track the outcome of the assessments and how to use that information to improve the program. Sarah Logan is available to meet with each department head to assist as needed.

Responsible Party: N/A, Informational

### **New Business**

#### 8. Legislative Issues – Jim Limbaugh

Topic: There are a number of different house bills that currently affect the university. J. Limbaugh will address relevant issues soon.

Responsible Party: N/A, Informational

#### 9. Topic: Budget Reductions – Jim Limbaugh

The governor has requested all state agencies and universities prepare contingency plans for a 5% budget reduction for the biennium. Sharon Myer is in the process of identifying areas for budget reductions. The intent is to identify reductions outside Academic Affairs if possible.

Responsible Party: N/A, Informational

### **Round Table**

#### Jim Limbaugh

- The new organizational chart is posted.
- Regent Long visited campus on January 20 to discuss retention issues. He appreciated all the new initiatives underway, especially those of the undergraduate colleges in implementing their plans for professional academic advisors to assist in the retention of majors.
- A new free ASU iPhone application is available.
- Dr. Rallo has given his approval for J. Limbaugh to initiate discussions leading to a system of shared governance at the university.

#### Maurice Fortin

- The search for the Vice President for Student Affairs and Enrollment Management is still underway. The timeline includes reviewing applications in February and interviewing in March.

#### John Miazga

- The NCATE accreditation visit is scheduled for April. More details will follow.

#### Toni Sauncy

- The evaluations of deans will be distributed February 1, 2010, to all faculty by colleges.
- The search committee for the position of Provost and Vice President for Academic Affairs is re-establishing a pool of candidates. The committee will begin reviewing applications on February 1, 2010, and may begin on-campus interviews in early March.

Corbett Gaulden

- The College of Business was reaccredited by the ACBSP
- Alvin New will be the featured speaker for the 2010 Wells Fargo Distinguished Lectureship in Business in March.

Nancy Allen

- Anyone interested in volunteering to help with designing SOAR activities should see her after the meeting.

**Adjournment**