

## **Deans and Department Heads Meeting**

**April 22, 2010**

**Rassman 100**

### **Minutes**

Present: N. Allen, T. Badgett, T. Bankston, J. Barbour, G. Blount, D. Carter, K. Cody, W. Davidson, G. Engdahl, S. Eoff, M. Fortin, C. Gaulden, S. Hasson, K. Heineman, J. Limbaugh, B. May, K. McCoy, J. Miazga, L. Musgrove, J. Osterhout, T. Sauncy, D. Scott, P. Swets, S. Wahl, A. Wallace, S. Wilkinson

Guests: A. Wright, S. Logan, J. Sefcik

### **Minutes**

#### 1. Topic: Minutes

The minutes were approved with one revision (remove M. Fortin from attendees at 4-8-10 meeting).

Responsible Party: N. Allen

### **Guests**

#### 2. Topic: SPOL and Budget – Angie Wright and Sarah Logan

A. Wright identified April 30 as the deadline for objectives that need budget requests. Those objectives need to be approved prior to submitting the budget request. The deans and department heads can approve only the objectives, not the actual budget. The first budget deadline is May 20. J. Limbaugh explained there is funding available for academic affairs enhancements after the issue with faculty salary is resolved. He encouraged everyone to submit enhancement requests. S. Logan and A. Wright offered one-on-one assistance should anyone want it.

Responsible Party: N/A, Informational

#### 3. Topic: Implementation of HB 2504 – Jeff Sefcik

J. Sefcik demonstrated the procedure for uploading faculty syllabi and curriculum vita to the ASU website. The E-Learning Services staff will be available to assist faculty if they need have trouble converting documents to PDF. Minimum standards have not been set at this time for posting requirements. The deadline for getting everything in is July 15 to make sure that it meets the “3 click rule” and that we have 100% of everyone’s information. By law everything has to be online by seven days after the beginning of the first class day this fall.

Responsible Party: N/A, Informational

### **Old Business**

#### 4. Topic: QEP – Kelly McCoy

The QEP Action Committee has submitted a plan to J. Limbaugh recommending how ASU should develop the QEP. Nominations for the QEP Development Director and faculty representative close Friday, April 23, with June 1 the start date for those individuals appointed to the positions. The topic selection process will begin this fall. The QEP Director will receive 50% release time and a salary supplement. The faculty representative will receive 25% release time. There have been presentations to the Staff Senate and the Student Senate introducing the concept of the QEP and asking for the members’ participation in the project.

Responsible Party: K. McCoy, J. Limbaugh

5. Topic: Summer School Update – Jim Limbaugh

All information regarding deadlines has been posted on the Academic Affairs website. The provost's office will have all salaries calculated in a timely manner to ensure there is no lapse in payroll. N. Allen asked all department heads to monitor summer school enrollment online to identify and address appropriately any classes in danger of not meeting minimum enrollment .

Responsible Party: N. Allen, Informational

6. Topic: SOAR Update– Nancy Allen

The Office of Enrollment Management is preparing the specific schedule for SOAR. The opening session for students and parents begin sat 12:30pm and focuses on topics such as time management, involvement and engagement, relationships with faculty and parents, and academic rigor. Following the afternoon advising and registration session, which begins at 2:00, a fair will be held to give students the opportunity to learn more about opportunities for involvement on campus. Academic Affairs will participate in the training of student workers assisting with registration.

Responsible Party: N. Allen

7. Topic: Center for Security Studies – Jim Limbaugh

The deans will be working with S. Williams, Acting Director of the Center for Security Studies, to identify the criteria by which faculty immersion proposals are evaluated. Those guidelines will be issued. The first priority is to have the online program ready for the Air Force by Fall 2011.

Responsible Party: N/A, Informational

**Round Table**

Toni Sauncy

- The deadline to submit information about faculty accomplishments for the Faculty Awards Banquet program is Friday, April 24, at noon.

Doyle Carter

- He praised Dr. Kristi White, Associate Professor of Athletic Training, for her efforts in leading the CAATE accreditation efforts. ASU was found to be compliant with all standards.

Karen Cody

- Ava Davis has been awarded a summer Fulbright to Moscow but is currently in Cleveland having heart surgery.
- Three, possible four, students with a minor in linguistics will graduate in May.

John Miazga

- He thanked everyone who attended the NCATE meetings and providing information about the programs. The students who participated in the fair on Sunday were excellent. The visiting team provided a positive report. The official announcement about accreditation will be made in the fall.
- The quiz in *Texas Monthly* about the State Board of Education is very insightful.

Susan Wilkinson

- The grand opening celebration for the WEDD Center is this evening.

Ken Heineman

- The West Texas Collection will be honoring two Medal of Honor Recipients on May 7. Both recipients served at Goodfellow Air Force Base.

Maurice Fortin

- The library will be offering extended hours during final exam week

Jim Limbaugh

- This meeting of the Academic Deans and Department Heads Committee is the last of the semester as well as the last for J. Limbaugh as Interim Provost. The group expressed its appreciation to J. Limbaugh for his exceptional work throughout the year.