

## **Deans and Department Heads Meeting**

**April 8, 2010**

**UC 203-204**

### **Minutes**

Present: N. Allen, T. Badgett, T. Bankston, G. Blount, D. Carter, K. Cody, W. Davidson, B. Doll, G. Engdahl, S. Eoff, M. Fortin, C. Gaulden, K. Heineman, K. Lambert, J. Limbaugh, L. Lucksinger, L. Mayrand, K. McCoy, J. Miazga, L. Musgrove, E. Olson, J. Osterhout, T. Roden, T. Sauncy, A. Skaggs, M. Sonntag, J. Summerlin, P. Swets, S. Wilkinson

Guests: S. Klein and M. Bennett

### **Minutes**

#### 1. Topic: Minutes

The minutes were approved without changes.

Responsible Party: N. Allen

### **Guests**

#### 2. Topic: Gift Aid – Steve Klein and Michelle Bennett

S. Klein introduced M. Bennett as the new director of Financial Aid. He provided an overview of the new financial aid strategy, which is to award smaller scholarships to more students. The application process for the Carr Scholarship has been modified as well. There is no longer an application or deadline. Students who apply for admission to ASU will automatically be considered for a Carr Scholarship and will receive an award if they qualify. The Special Academic Scholarship has been replaced by the Carr Merit Scholarship. The Board of Regents has mandated that state and federal dollars be spent prior to university dollars. J. Limbaugh encouraged everyone to speak individually with S. Klein and M. Bennett to discuss any specific issues they might have with the changes to gift aid.

Responsible Party: N/A, Informational

### **Old Business**

#### 3. Topic: Budget and SPOL – Jim Limbaugh

J. Limbaugh is in the process of learning all things SPOL to explain more clearly its integration with the budget process. Initial data must be input since last year's system is not compatible with the current system.

Responsible Party: N/A, Informational

#### 4. Topic: HB 2504 – Jim Limbaugh

Jeff Sefcik in IT is working with faculty to identify how CV's and syllabi can be most conveniently posted on the website to meet the mandate of HB 2504. The deadline is July 15 to make sure that the postings meets the "3 click rule" and that all information is on the web site. By law everything has to be online seven days after the beginning of the first class day this fall.

Responsible Party: N/A, Informational

5. Topic: QEP – Jim Limbaugh

ASU is in the process of identifying faculty leaders for the QEP: the QEP Development Director and faculty representative for the leadership team. J. Limbaugh encouraged faculty members to nominate qualified individuals to serve in the leadership positions. K. McCoy requested that everyone work together to develop a plan that benefits students.

Responsible Party: K. McCoy, J. Limbaugh

6. Topic: Business Continuity Plan – Jim Limbaugh

ASU must file a plan with Texas Tech University and with the State demonstrating how each university component will continue to do business in the event of a catastrophe.

Responsible Party: B. Cullins

7. Topic: College Advising Update – Jim Limbaugh

All college advising centers will be operational in time for the first SOAR session. The centers in the Colleges of Nursing and Allied Health, Science, and Business are operational.

Responsible Party: N/A, Informational

8. Topic: SOAR – Nancy Allen

Academic advisors from the various colleges will be available during SOAR. The academic advising office in the CAE will advise only pre-declared students beginning this summer. More information on SOAR activities and schedule will be available at a later date.

Responsible Party: N. Allen

**New Business**

9. Topic: Faculty Banquet – Jim Limbaugh and Toni Sauncy

The faculty banquet is scheduled for May 6. Tickets are \$15.00. All faculty members are encouraged to attend. T. Sauncy is requesting any updates on faculty members' accomplishments for the program.

Responsible Party: J. Limbaugh, T. Sauncy

10. Topic: Board of Regents: Academic Program Review – Jim Limbaugh

The Board of Regents has indicated its desire for a full program review. Dr. Blöse will be given the mandate to begin working with faculty to define the structure by which the review occurs.

Responsible Party: N/A, Informational

11. Topic: Enrollment Targets – Jim Limbaugh

ASU has set enrollment targets for Fall 2010. As an enrollment plan is developed, the next goal is to set enrollment targets by college.

Responsible Party: N/A, Informational

12. Topic: Summer School Deadlines – Jim Limbaugh

Faculty members have until noon on May 20 to decide if they will teach a course during Summer I based on enrollment at that time. In the event faculty members are out of town on May 20, they need to have a plan for notifying their department head of their decision. Small class justifications will be granted only for the most compelling reasons and when appropriately supported on the small class justification form.

Responsible Party: N. Allen, Informational

13. Topic: ASU Summer Institute on Teaching and Learning – Nancy Allen

N. Allen urged everyone to encourage faculty members to apply for the Summer Institute on Teaching and Learning in Marble Falls. There is no cost to faculty who attend. Suzanne Tapp from Texas Tech will be the main speaker and will focus on learning outcomes and course development for faculty. There will also be online sessions to design programs for the classroom. The deadline for application is April 16. There will also be another retreat offered by the CITR to department heads in Fall 2010 as part of ongoing faculty development.

Responsible Party: N/A, Informational

**Round Table**

Jim Limbaugh

- Dr. Blose has signed a contract with ASU. His start date as Provost is July 15.
- Nancy Allen will remain as Vice Provost until July 4, 2011, to provide continuity for the Provost's office.

Linda Lucksinger

- Two applicants have accepted offers for positions in the department.

Kenneth Heineman

- Arnoldo DeLeon is recovering well from his surgery.

Angela Skaggs

- The April 15 deadline for department requests is fast approaching. Any remaining funds go to the Academic Excellence Fund.

**Adjournment**