

**Academic Deans' Council**  
**January 21, 2010**  
**Provost's Office**  
**Minutes**

**Present:** N. Allen, G. Blount, K. Lambert, J. Limbaugh, B. May,  
L. Mayrand, J. Miazga

**Guests:**

1. Topic: Discover ASU (Steve Klein, Megan Wheeler, Lorri Morris)  
S. Klein, M. Wheeler, and L. Morris presented a draft of a revised Discover ASU schedule. Members made suggestions about how best to allow students to explore a variety of majors, including focusing half of the day's activities on an Academic Fair. The group will return next week to present a revised draft incorporating recommendations made by the Council. Because of time constraints, discussion about the revised SOAR schedule was postponed until a later meeting.

**Minutes:**

2. Topic: Minutes from last meeting.  
Minutes were approved without changes.  
Responsible Party: N. Allen

**Old Business**

3. Topic: Budget Reductions (Jim Limbaugh)  
J. Limbaugh shared information about the governor's request for a plan that reflects a 5% reduction of expenditures for the biennium. S. Meyer is responsible for preparing the document. The intent is to meet the required reduction without impacting Academic Affairs. Specifics of the plan will be available when the document is completed.  
Responsible Party: J. Limbaugh
4. Topic: Core Curriculum (Jim Limbaugh)  
J. Limbaugh noted the ongoing problem with the core curriculum and that the situation must be addressed as quickly as possible. Because ASU has reported a 45 hour core to the Coordinating Board, it is imperative that the variations existing within and among the colleges be addressed this spring so that ASU is in compliance with what has been reported and, equally important, so that assessment of the core can take place. J. Limbaugh will meet the University Core Curriculum Committee to discuss the issue and specifically to recommend that the science requirement be reduced to 6 hours and the PA requirement be eliminated. Those departments wishing to retain the 2 hours of lab science and the 1 hour of PA may do so by modifying other requirements.

Responsible Party: J. Limbaugh; University Core Curriculum Committee

5. Topic: Legislation (Jim Limbaugh)

J. Limbaugh reported that the Council and other relevant groups will address in the next few months new legislation adopted during the last session. Among these new laws are requirements for posting syllabi and requirements for bookstores to post information about textbooks.

Responsible Party: N/A, Informational

6. Topic: Summer School (Jim Limbaugh)

Because some department heads have asked for clarification about the summer pay schedule, J. Limbaugh will address the subject at today's meeting of the deans and department heads. He will also send an e-mail summarizing major points and referencing the detailed explanation and salary schedules published on the provost's webpage.

Responsible Party: Jim Limbaugh

7. Topic: Student Learning Assessment Plans (Jim Limbaugh)

Critical to ASU's assessment and to the monitoring report due to SACS this spring are the student learning assessment plans each department is required to develop. J. Limbaugh has created and posted a template for departments to use. Additionally, Sarah Logan and her staff will be available to assist departments as necessary. The Council members will work with their respective department heads to be sure the plans are in place.

Responsible Party: Jim Limbaugh; deans; department heads

8. Topic: Quality Enhancement Plan (Jim Limbaugh)

Of particular importance this spring is the Quality Enhancement Plan (QEP) required by SACS. J. Limbaugh noted that recent changes in SACS' regulations require that an institution's plan be approved when initially submitted; otherwise, SACS will impose sanctions.

Responsible Party: N/A, Informational

9. Topic: Operating Policies and Procedures (Nancy Allen)

N. Allen provided an update on the status of revised OP's. Those requiring Faculty Senate approval have been provided to Toni Sauncy for dissemination to the senators and recommendations. Additionally, the Council will hold another retreat later in the spring to revise OP's not addressed during the last retreat.

Responsible Party: Nancy Allen

10. Topic: Small Class Justification Forms (Nancy Allen)

To ensure timely submittal of Small Class Justification Forms, N. Allen asked for the members' cooperation in meeting the deadline established by the provost's office.

Responsible Party: Deans, Department Heads

## **New Business**

### 11. Topic: Advising and Retention (Jim Limbaugh)

J. Limbaugh complimented the deans on the presentations they offered Regent Long and Dr. Shonrock on individual college plans for their majors.

Additionally, J. Limbaugh distributed a conceptual diagram of Student Advising and Support Services to the Council that is intended to help ASU meet the goal of assuring that every student is immediately engaged with an advisor.

Responsible Party: Jim Limbaugh, Deans

## **Round Table**

### Jim Limbaugh

- He is asking President Rallo for the authority to begin discussions on campus about shared governance.
- Requested B. May and J. Miazga provide enrollment data for Boerne.

### Corbett Gauden

- For the Tuesday, March 23, Wells Fargo Lectureship, Alvin New will be the speaker.

### John Miazga

- He has recently worked with Cindy Weeaks to make available the absence report for developmental classes and to create a report to include the last date of attendance for student receiving an F.
- Because of various agreements with Howard College, including those with the College of Education, John recommends consideration of a part-time or fulltime staff person on Howard's campus to assist with improving transfers from the community college to ASU. The possibility of other initiatives, including the possibility of providing dorm space to Howard students, was also mentioned.

### Kevin Lambert

- He noted the potential problem of notifying students being suspended only by e-mail. Further discussion may be likely to determine a more effective system.
- He supported the idea of providing dorm space on campus to suspended students who might enroll at Howard for a semester prior to returning to ASU.

## **Adjournment**