Deans and Department Chairs/Heads Meeting
May 26, 2016
UC 203/204
Minutes

Present:
D. Bixler, K. Dickerson, S. Eoff, J. Forbes, M. Fortin, W. Gabbert, K. Havlak, C. Jones,
S. Keith, B. Kitch, J. Klingemann, J. Miazga, L. Musgrove, J. Osterhout, S. Partin,
C. Pier, M. Salisbury, K. Schell, S. Snowden, C. Stewart, P. Swets, D. Topliff, S. Weise,
R. Wilke.

Minutes:
   Minutes were approved.

Old Business:
2. Topic: Transfer Policy (Don Topliff)
   • D. Topliff informed members of the Coordinating Board rule. ASU must be in
     compliance. The rule says institutions must treat transfer students the same as non-
     transfer students.
   • There was discussion regarding acceptance of core course work. D. Topliff said there
     will be further discussion at another meeting. D. Topliff asked members to discuss
     this issue with faculty. This issue needs to be dealt with soon because it affects
     Degree Works and CAPP.
   • There was discussion regarding transfer “D” grades. D. Topliff asked members to
     discuss this issue with faculty and said there will be further discussion at another
     meeting. This issue needs to be dealt with soon because it affects Degree Works and
     CAPP.

3. Budget (Don Topliff)
   • Faculty salaries budget is over by $1.3 million. D. Topliff informed members he will get
     that number smaller by moving where salaries are paid from. D. Topliff emphasized that
     no positions will be taken away.
   • M&O is based on FTEs. HEAF funds are used for capital expenses.

New Business:
4. Topic: Summer School (Don Topliff)
   • D. Topliff expressed appreciation to everyone for their efforts regarding summer school.
     Enrollment numbers are good.

5. Topic: Deans and Department Chair Meetings (Don Topliff)
   • D. Topliff asked if this meeting was valuable to the department chairs. He said he
     doesn’t want meetings if they aren’t necessary but he also wants to keep the flow of
     information going.
   • There was some discussion. Consensus is the information is valuable but it is not really
     the place for discussion or for making decisions or policy. It was determined the
     meeting should be held twice per semester and it is important to meet early in the term
     and about mid-term.
6. Topic: Faculty and Staff Evaluations (Don Topliff)
   • Staff evaluations are due June 30.
   • D. Topliff asked members to be sure and give an honest evaluation of performance.
   • The new OP 06.28 guidelines for tenure and promotion will also be used for annual evaluations. The OP is being worked on.

7. Topic: Department Chair Retreat (Don Topliff)
   • D. Topliff said there are several new department chairs already here or coming in. He said he would like to have a formal training session just for department chairs. Topics would include purchasing guidelines, evaluations of Faculty and Staff, travel procedures, fraud, etc. The training will be after the second summer term and before the fall semester begins. D. Topliff said he would send some proposed dates for consideration.

Roundtable
Bill Kitch
   • Expressed gratitude for all the feedback he received.

John Klingemann
   • The office coordinator for Communication and Mass Media will retire as of May 31, 2016.

Maurice Fortin
   • The planning of celebration activities for the 50th anniversary of the Porter Henderson Library will begin in the fall.
   • Informed members President May received a letter offering a temporary exhibit of a portion of the Remnant Collection. The collection has items ranging from 2500 b.c. to the 19th century and many are first editions. The exhibit is hands-on and would be here for one semester. Plans are being made to take advantage of this offer.

Chuck Pier
   • Accounting, Economics, and Finance has a new office coordinator, Jennifer Stevens. She will begin June 1.

Wrennah Gabbert
   • Two faculty members have retired, Rosy Hester and Martha Tafoya.

John Miazga
   • The national certification report is being written. He may ask for information if needed. The report is due September and the campus visit will be in May.

Paul Swets
   • The new dean of the College of Arts and Humanities will begin July 1.
   • Informed members he is moving to a new office on the 3rd floor of the Library and will have a new phone number within the next two weeks.

Adjournment