

## **Deans and Department Chairs/Heads Meeting**

**September 17, 2015**

**UC 203/204**

### **Minutes**

#### **Present:**

D. Bixler, K. Dickerson, D. Embrey, S. Eoff, J. Forbes, M. Fortin, W. Gabbert, R. Garza, K. Havlak, C. Jones, L. Jones, B. Kitch, J. Klingemann, L. Mayrand, J. Osterhout, A. Parker, C. Pier, M. Salisbury, K. Schell, J. Schonberg, C. Stewart, J. Summerlin, P. Swets, S. Weise, J. Wegner, R. Wilke, W. Wolfe

#### **Minutes:**

1. Topic: Minutes from March 26, 2015

Minutes were approved.

Responsible Party: C. Parks

#### **Introductions:**

Dr. Kimberly Dickerson, new department chair of Teacher Education.

Dr. Roberto Garza, new department chair of Political Science and Philosophy.

Dr. Bill Kitch, new department chair of Civil Engineering.

Dr. Adam Parker, new interim assistant department chair of Kinesiology.

Dr. Kraig Schell, new Faculty Senate President.

Mr. Chris Stewart, new department chair of Visual and Performing Arts.

#### **New Business:**

2. Topic: Departmental Meetings (Don Topliff)

- Several department faculty meetings have been attended by the President and Provost. The plan is to do this every semester.

3. Topic: Enrollment Update (Don Topliff)

- Of the 8500+ enrolled students 6700+ attend classes on campus.
- Dual Credit student enrollment has almost reached 1800. That number is expected to increase. Dual Credit students pay both A and B tuition but use Carr Scholarship money.

4. Topic: Budget (Don Topliff)

- The budget is available for all to access on RamPort.
- D. Topliff informed members of the process used to calculate IE, DE, and Advising fee funds for distribution. Totals are based on SCH for fall, spring, and summer 1 and II. Calculations are made after the 20<sup>th</sup> class day. Over-realized revenue may be distributed in November (from fall) and in May (from spring). The same process is used for the Graduate fee.
- IE funds must be spent on instructional enhancement. If a salary is paid with IE funds, the benefits must also be paid with IE funds.
- Reserves will continue to be increased.

5. Topic: Student Financial Aid Information (Don Topliff)

- D. Topliff mentioned the email he sent to all regarding ASU students unable to purchase textbooks because of a DOE requirement that financial aid be delayed for 30 days after completion of their application. ASU will not drop schedules for those students with financial aid pending. There is an existing emergency loan program available. D. Topliff asked members to notify all faculty of the situation as soon as possible

6. Topic: Confined Space Discussion (Don Topliff)

- D. Topliff informed members of a situation where a student was locked in a freezer and all safety mechanisms failed to function. D. Topliff tasked members to identify confined spaces and implement policies and procedures for their use and access. One such policy should be that no one enters a confined space alone.

## 7. Topic: Campus Carry Discussion (Don Topliff)

- D. Topliff informed members that the advisory committee has been formed. Each member represents a specific constituency and has been tasked with taking this issue to their constituents to gather and record input from such over the next two months. There will also be one or two town hall meetings held before November.
- The committee will present its recommendations to the President in November. The President will formulate a draft policy and present it to the Board of Regents in February.
- Storage of firearms in dorms was briefly discussed. It is the responsibility of the CHL holder to secure their firearm and follow the laws.
- Question was asked what happens if a firearm is not concealed. Law states that if the firearm is *intentionally or recklessly displayed*, then the person has committed criminal trespass.
- D. Topliff stated only the President of the University determines policy on campus. If anyone tries to place restrictions on their own, they have just opened themselves up to a civil lawsuit and the University will not defend them.
- The final copy of the TTUS Handgun Legislation Information, Guidelines and Recommendations were distributed to all members. D. Topliff asked that the information be taken back to faculty to begin discussions. All input should be given to the appropriate advisory committee member representing faculty.

## **Roundtable**

Wrennah Gabbert

- Both nursing accreditations have been completed.

Chuck Pier

- The search for a new department chair has begun.

John Wegner

- Early Alert campaign for study skills information will be sent out today.
- Up and Coming Scholars and the Math Lab are now under the Freshman College.
- Requests for faculty to teach General Studies and USTD courses in the spring will soon be going out.

Mike Salisbury

- A USDA grant has been awarded.

John Osterhout

- The American Chemistry Society students earned the highest award from the Society.

Maurice Fortin

- Acquisitions sent out a list of subscriptions. Please review it and submit changes quickly. The Library is trying to transition away from print as much as possible.

Bill Kitch

- Expressed his gratitude for all the support he has received.

John Klingemann

- History – The Great War lecture series continues tonight and the Latino American History series begins next week.
- Communication & Mass Media – Expansion of RamTV is in progress to have live coverage of home games.

Paul Swets

- The Holland Symposium is September 20-21.

## **Adjournment**