

## **Deans and Department Heads Meeting**

**February 18, 2010**

**Rassman 100**

### **Minutes**

Present: N. Allen, T. Badgett, T. Bankston, G. Blount, D. Carter, K. Cody, W. Davidson, S. Eoff, M. Fortin, G. Gaulden, K. Heineman, K. Lambert, J. Limbaugh, B. May, L. Mayrand, K. McCoy, M. Motl, E. Olson, J. Osterhout, T. Sauncy, D. Scott, J. Summerlin, P. Swets, S. Wahl, A. Wallace, S. Wilkinson

### **Minutes**

#### 1. Topic: Minutes

The minutes were approved without changes.

Responsible Party: N. Allen

### **Old Business**

#### 2. Topic: Center for Security Studies – Jim Limbaugh

The focus of the Center has been evolving in recent weeks. To address the needs of Air Force personnel, the Center will provide Regional Conflict Studies, an online program to begin fall 2011. Also part of the Center will be a Borderland Securities Studies and a program for Geographic Information Science, including an upgrade of the planetarium with interactive exhibits as well as other technologically advanced features. An associate director is expected to be on campus within the month to take over much of the day-to-day work involved. The associate director will also serve as a liaison among the director designate at Maxwell AFB, Goodfellow AFB, and Academic Affairs regarding curriculum.

Responsible Party: N/A, Informational

#### 3. Topic: Budget Reduction – Jim Limbaugh

ASU has submitted its budget reduction plan, which includes a 3% cut this year and a 7% cut for next year. Reductions for this year were identified through savings in utilities and other sources. Reductions for AY 2010-2011 will likely affect all departments' M&O.

Responsible Party: N/A, Informational

#### 4. Topic: Core Curriculum – Jim Limbaugh and Nancy Allen

N. Allen provided dates for the approval process of degree plans that need to be changed to meet the new core requirements:

March 26--all changes to be submitted from each college through the deans to B. Stewart.

April 9--special called meeting of the University Curriculum Committee.

N. Allen stated that core changes and advanced hour changes will not be addressed until the April 9 meeting.

Responsible Party: Deans; University Curriculum Committee

Additionally, J. Limbaugh announced that Dr. Jeff Schonberg has been named to the Texas Higher Education Coordinating Board's Undergraduate Education Advisory Committee. He will be representing ASU and West Texas in discussions about the core curriculum.

Responsible Party: N/A, Informational

## New Business

### 5. Topic: Legislation – Jim Limbaugh

J. Limbaugh provided legislation highlights for HB 2504. He asked members to begin collecting information early that will be required on the website (syllabi, curriculum vitae, etc.) so that the information may be posted in a timely manner. J. Limbaugh is going to look into the minimum requirements for the postings. C. Gaulden, J. Summerlin and N. Allen will serve on a work committee to join IT in working out the details of this process.

Responsible Party: Department Heads; C. Gaulden; J. Summerlin; N. Allen

### 6. Topic: Master Plan Process – Jim Limbaugh

J. Limbaugh thanked everyone for responding quickly to the request by the Master Facilities Plan Steering Committee to consider facility needs. The committee will be providing a report based on their findings.

Responsible Party: N/A, Informational

### 7. Topic: Faculty Senate Recognition Banquet – Jim Limbaugh and Toni Sauncy

The banquet will be held Thursday, May 6, 2010. Anyone who is receiving an award will be invited guests and others will pay a nominal ticket price. Dr. Rallo is providing \$15,000.00 annually for awards at the college level. Each college has a nominating committee that identifies recipients for excellence awards in teaching, research / creative endeavors and leadership / service. From college level recipients, a university-level winner will be recognized with an award. The university recipients for excellence in teaching and excellence in research/creative endeavors will be recommended for the Chancellor's Award in the corresponding categories.

Responsible Party: N/A, Informational

### 8. Topic: Provost Search – Toni Sauncy

Phone interviews are scheduled for Friday, February 19, 2010. On campus interviews will take place within the next two weeks. The start date for the new Provost is still scheduled for June 1.

Responsible Party: N/A, Informational

### 9. Topic: Shared Governance – Jim Limbaugh

An initial meeting for faculty resulted in a request for the President to charge the faculty senate formally with moving forward to define and develop a shared governance process for ASU.

Responsible Party: N/A, Informational

### 10. Topic: Summer School Deadlines – Nancy Allen

Summer 2010 starts the count for formula funding and the establishment of the base budget for the next two years. N. Allen, Steve Klein, and Michelle Bennett have discussed possible revisions for awarding financial aid for the two summer sessions. For Summer I, class sizes will be reviewed May 24<sup>th</sup> – May 26<sup>th</sup>. Financial aid determines awards for both summer sessions for the on May 26, 2010, and applies aid Summer I on this date. N. Allen noted that all small classes must be justified and cautioned against overuse of numbers 1 and 2 on the form.

J. Limbaugh noted that if class enrollment drops to less than 80% of the original enrollment guidelines, summer school pay will be adjusted accordingly. Each faculty member's salary will be calculated individually to ensure correct figures.

E. Olson suggested moving the date for announcing canceled classes to early May to allow heads to address issues if faculty members decide not to teach because of reduced salaries. Others

noted that students could still be registering for classes, thus possibly meeting the minimum enrollment requirement.

Responsible Party: N/A, Informational

11. Topic: Financial Aid – Jim Limbaugh

The financial aid structure related to scholarships, especially the Carr Scholarship, has changed. Steve Klein will attend the next meeting to further explain the changes.

Responsible Party: N/A, Informational

12. Dual Credit – Nancy Allen

ASU's dual credit program had been revised as follows:

- \$300,000 annually in Carr Scholarship money is available for dual credit students.
- Admission requirements have been revised to include two categories: distinguished and regular.
- A separate fee structure has been created for dual credit students that excludes all but the library fee.
- Special dual credit summer bridge programs designed for academically gifted students will be held annually. The College of Sciences is offering the first program during Summer I. Named "Choose SIDES" (Summer Intensive Dual Enrollment in Sciences), the program will offer students 7 hours credit, 4 in biology and 3 in mathematics.
- Potentially a rising junior or a rising senior high school student participating in the dual credit program will have the tuition rate in effect at the time of enrollment applied during his or her freshman year at ASU.

**Round Table**

Paul Swets

- District XI Science & Engineering Competition will be Tuesday, February 23 in the University Center.

Maurice Fortin

- M. Fortin reminded the members that a librarian is assigned to each college curriculum committee. He requested notification on any curriculum changes and/or new developments that take place to provide the library time to check resources and offer advice on budgets.
- Library construction is 1½ months behind schedule.

Kevin Lambert

- The Fourteenth Annual Writers Conference is being held today and tomorrow. A tribute to Elmer Kelton will take place this evening at 7:00 p.m. in the University Center.

Shawn Wahl

- The Department of Communication will sponsor a National Forensic Lead Debate Tournament March 5-6, 2010. S. Wahl thanked members who offered space and support for the tournament.
- Fifteen students will present papers at the University of North Texas Undergraduate Research Conference.

Ed Olson

- If anyone knows an expert in National Security Studies and Geographic Combatant Commands, please send them his way.

Karen Cody

- Foreign Service officers will be on campus Thursday, February 25, 2010. A retired ambassador will also be on campus, with a luncheon and reception for him on Tuesday, March 2, 2010.

Doyle Carter

- A site visit for athletic training education is upcoming March 12, 2010.

Shirley Eoff

- Eight students have had proposals accepted for the Great Plains Honors Council Meeting.
- The Honors Program is working on a summer internship program with Harvard University for a student with support from funding provided by the New family.
- The Honors Program Wine & Cheese social will be held Tuesday, March 23, 2010, at the President's home

Corbett Gauden

- Alvin New is the featured speaker for the 2010 Wells Fargo Distinguished Lectureship in Business in March.

Brian May

- Carr student research scholarship grants are available.

Jim Limbaugh

- He will be attending the Board of Regents meeting in Amarillo February 24-26, 2010. Every program that ASU has presented has been pulled out and in turn explained in detail.
- A schematic representation for academic advising includes the five college advisors and redefines the focus of the Advising Center within the Center for Academic Excellence. The vice provost will have responsibility for the effectiveness of academic advising.