

Deans and Department Chairs/Heads Meeting

January 28, 2016

UC 203/204

Minutes

Present:

T. Badgett, D. Bixler, K. Dickerson, S. Eoff, J. Forbes, M. Fortin, W. Gabbert, R. Garza, K. Havlak, C. Jones, L. Jones, S. Keith, B. Kitch, J. Klingemann, L. Musgrove, J. Osterhout, M. Pace, S. Partin, C. Pier, M. Salisbury, K. Schell, S. Snowden, C. Stewart, S. Tomlin, S. Weise, J. Wegner, R. Wilke, W. Wolfe.

Minutes:

1. Topic: Minutes from November 19, 2015

Minutes were approved.

Responsible Party: C. Parks

Old Business:

2. Topic: Campus Carry Forums (Don Topliff)

- The committee's final recommendations for rules and regulations were submitted to the President and he has accepted them as is. The President will submit the rules and regulations to the Board of Regents. Campus Carry may or may not be on the February agenda. If it is not on the agenda in February, a special meeting will be called in April.
- The ASU campus carry video is still in progress. HR is working on the training module.

3. Topic: Core Curriculum Meeting (Don Topliff)

- The Core Curriculum Committee meeting is tomorrow at 1:30 pm. Adding 5 courses and deleting 2 courses will be considered. The Coordinating Board meets in April.

4. Topic: Degree Works (Don Topliff)

- D. Topliff informed members that the implementation phase will take through October or November to complete. Hardware is currently being installed. Degree Works will not be rolled out until everyone is sure it works. CAPP will be run in parallel.
- The 2016-2017 catalog will be in Degree Works. Two consultants have been hired to do the scribing and training. The 2016-2017 catalog will be cloned into the 2017-2018 catalog. There will not be any changes allowed for the 2017-2018 catalog.
- Survey Monkey has been discontinued because of security issues. The University is purchasing a campus-wide license for Qualtrics. Qualtrics will be used exclusively.

5. Topic: Schedule Build (Don Topliff)

- Schedule build begins February 8 and will be done in two weeks. This allows more time for the professional advisers to advise students.

6. Topic: Summer Salary (Don Topliff)

- No decisions have been made on how this is going to work.
- Need to do well this summer to maximize SCHs because this is an accounting year that will affect formula funding.
- D. Topliff distributed the Faculty Senate proposal. There was some discussion.
- D. Topliff stated that whatever the plan is it will be a 3-year plan. There must be a balanced mix of lower-level, upper-level, and graduate courses.
- D. Topliff asked that any ideas be sent to him by email.

New Business:

7. Topic: IDEA Evaluations (Don Topliff)

- Faculty will be allowed to choose paper or electronic for Spring. Beginning Summer I only electronic will be available. Electronic IDEA can be accessed from smart phones. Other options for access are the computer labs or bringing iPads to the classroom.
- There was some discussion on incentives to complete IDEAs.
- All classes will automatically be in Blackboard beginning Fall. Syllabus and CV will be posted in Blackboard.

8. Topic: Administrator Evaluations (Don Topliff)

- Evaluations will be out the middle of March and are due about April 15. Same as last year.

9. Topic: Student Accounts (Don Topliff)

- It is advised that any student accounts currently being maintained off campus be closed and set up as a University account through Finance and Administration. This is not a requirement at this time but is strongly encouraged.

Roundtable

Meghan Pace

- International student enrollment is up.

Scott Partin

- April 9 is the Drill Meet. This event is for high school students from all over Texas and outside Texas. Last year 500 students participated and the goal is to double that number this year.

John Wegner

- The Arts and Humanities Dean candidates will be on campus early to mid-March.
- Information on GS 1181 classes will be sent out for you to put in schedule build.

Chuck Pier

- The search for the Management and Marketing Chair is in progress. Skype interviews have been scheduled. A short list of candidates will be brought on campus within two weeks after the conclusion of the Skype interviews.

Maurice Fortin

- Expressed thanks for working with acquisitions staff to review subscriptions. By next fall we should be down to 150 print subscriptions. Also in the fall there should be access to 64,000 on-line subscriptions.
- HEAF funds are available for one-time purchases. Please send requests as soon as possible.

Laurence Musgrove

- Dr. Mary Hartje is retiring.

Chris Stewart

- The Titanic musical is February 18-21.

Bill Kitch

- Come by the department and meet the faculty. Should have two more by summer.

David Bixler

- The search for the Planetarium Director has begun.

John Klingemann

- Two searches ongoing. Candidates will be on campus next week.
- Dr. Dennis Pate is retiring.
- February 9 is the Latin American History discussion.
- February 16 is the Great War lecture series.

Shirley Eoff

- Foreign Affairs speakers program is February 2.

Adjournment