

## **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:**

1. Topic: Minutes from March 24, 2016.  
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 50<sup>th</sup> 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 2500b.c. to the 19<sup>th</sup> 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 3<sup>rd</sup> floor of the Library and will have a new phone number within the next two weeks.

### **Adjournment**