

Deans and Department Chairs/Heads Meeting

November 17, 2016

UC 203/204

Minutes

Present:

S. Eoff, J. Forbes, M. Fortin, W. Gabbert, R. Garza, C. Gascoigne, K. Havlak, H. Howard, S. Keith, B. Kitch, J. Klingemann, B. Kulik, K. Livengood, L. Mayrand, J. Miazga, L. Musgrove, J. Osterhout, M. Pace, C. Pier, S. Snowden, C. Stewart, P. Swets, D. Topliff, A. Wallace, J. Wegner, W. Wolfe.

Minutes:

1. Topic: Minutes from September 22, 2016.
Minutes approved.

Old Business:

2. Topic: Assessment (Don Topliff)
 - D. Topliff informed members the Academic Assessment Committee met this week and is off to a good start. Each academic college is represented on the committee. The focus right now is the core and undergraduate programs. A representative from Graduate Studies may be added in the future. The committee membership is posted on the web.
 - D. Topliff said feedback indicates the departments have been doing assessment and gathering data but the information just isn't entered in SPOL. He said K. Schell and committee is working on a standardized way to easily enter data and that it ends up in the right place.
 - The audit by TTUS is in progress and some department chairs for those programs chosen for audit have already been contacted. The audit is of ASU's assessment of student learning outcomes. They are looking to see if a plan is in place, is it being used, and is it effective. The auditor's draft report will be completed and submitted February 3, 2017.
3. Topic: Probation and Suspension (Don Topliff)
 - D. Topliff informed members the Academic Review Committee has been created. This is the committee that will hear student suspension appeals.
 - J. Wegner said the new OP 10.07 implementation began September 1 and it was a major revision from the prior policy. He said the Registrar has created codes to implement the plan.
4. Topic: IDEA Online Training (Don Topliff)
 - D. Topliff said A. Hobbs will visit all departments to do training. The faculty members must fill out the OSF. If it is not, all items will be weighted equally.
5. Topic: Faculty Evaluations (Don Topliff)
 - D. Topliff thanked members for getting evaluations done and timely submitted. He is working on them and should get them to the President before Thanksgiving.
6. Topic: Blackboard (Don Topliff)
 - D. Topliff informed members the real-time integration between Blackboard and Banner is being worked on. The goal is to use Blackboard to enter grades in the spring.
7. Topic: Degree Works (Don Topliff)
 - D. Topliff told members the goal is still set for a spring roll out but because of hiccups may have to push it back to May.
8. Topic: OP 06.23, 06.28, and 06.29 (Don Topliff)

- D. Topliff said OP 06.23 is done but waiting for 06.28 and 06.29. OP 06.28 and 06.29 are with the Faculty Senate and they have until November 22 for final input. The OPs will then go back to the Deans' Council, then to the President, and then to the Board of Regents. Implementation will be September 2017. The Faculty Senate input received will be distributed to the department chairs.
- K. Schell is working on a new OP for non-tenure-eligible faculty which will be based on OP 06.25.

9. Topic: Budget (Don Topliff)

- D. Topliff informed members the LBB instructed institutions to plan for a 4% reduction in general revenue funds. Cuts will be spread proportionally across all items. The counting year began Spring B and since enrollment is up significantly the increase in formula funding will likely offset the 4% cut.
- Future plans include adding mechanical engineering in 2018 fall, add the Ed.D. Nursing Education, and a minimum 2% pay raise again next year.

New Business:

10. Topic: VPAA Travel Funds (Christena Parks)

- C. Parks gave a presentation on the processing of VPAA travel funds requests and the steps involved in determining the amount awarded. Anyone with questions regarding requesting funds should contact C. Parks. She is willing to give this presentation at a department's faculty meeting if so desired.

11. Topic: Five/Five Load for Instructors (Don Topliff)

- D. Topliff told members four instructors with a 5/5 load salary cost is equal to five instructors with a 4/4 load. The cost savings is found in benefits and it is significant. Practice across the nation is majority of instructors have the 5/5 load instead of 4/4.
- D. Topliff informed members that if the move is toward 5/5 workload the currently employed instructors will have a one-time election to stay 4/4 or change to 5/5.
- D. Topliff then opened the floor for comments. There was some discussion. D. Topliff asked members to send him an email with their comments and thoughts on the issue.

Roundtable

Meghan Pace

- International Education week is always the second week of November. Today a mini fair was held in the UC this morning. Under the stairs is a display of International Students' photos.
- Progress on the building is moving along. Hope to move in during the break before the 2017 spring semester begins.

John Miazga

- Informed members 29 Korean students will be here in January and working in public schools.

Herman Howard

- The volleyball tournament will be broadcast live.
- Students went on a multi-media tour with the Dallas Cowboys and Houston Astros.
- A special topics course is proposed for 2018 spring to go to England and Scotland to study Alfred Hitchcock.

Wrennah Gabbert

- Received an AACN grant and held first white coat ceremony for students before entry into clinicals.

John Wegner

- Ran numbers on GS 1181 and found 72% are registered for spring. If seats are being held, please make sure to make them available because they are needed. Expect at least 52 more students to register by end of December.

Steve Snowden

- An influx of Kinesiology students were apparently not away of prerequisites. Please make sure advisors are aware of this issue.

Maurice Fortin

- The Remnant trust will be here next fall for the 2017 fall semester. Of the fifty items requested we will receive 43. The exhibit will be delivered in August and will be ready by the beginning of the fall semester. The exhibit will be open specific hours Monday through Friday and by special arrangement on the weekends. The President's Office is funding the exhibit. A list of items will be distributed to everyone.

Bill Kitch

- The 2nd annual design challenge will be the week before finals. Contests will be held in the UC Monday and Wednesday at 1:00 pm, Tuesday and Thursday at 9:00 am. Please come out and support the students.

John Osterhout

- Two students applied for TTU pharmacy and both were accepted.

Shirley Eoff

- Three students applied for School of Medicine and all three will be interviewed.
- After three years of negotiations ASU honors will be added to list on US military.

John Klingemann

- The Great War lecture series is continuing November 29 with a presentation by Jennifer Keene.
- The department is working with area schools to put together a history day. Judges will be needed. More information to follow at a later time.

Adjournment