

Deans and Department Chairs/Heads Meeting

April 27, 2017

UC 203/204

Minutes

Present:

S. Bertolio, D. Bixler, K. Dickerson, S. Eoff, J. Forbes, M. Fortin, W. Gabbert, R. Garza, C. Gascoigne, K. Havlak, B. Hawkins, H. Howard, J. Klingemann, K. Livengood, J. Miazga, L. Musgrove, J. Osterhout, M. Pace, C. Pier, M. Salisbury, S. Snowden, C. Stewart, J. Summerlin, P. Swets, S. Tomlin, D. Topliff, J. Wegner, R. Wilke, W. Wolfe.

Minutes:

1. Topic: Minutes from February 2, 2017
Minutes approved.

Old Business:

2. Topic: Remnant Trust (Maurice Fortin)
 - M. Fortin showed a video presentation made by Lawrence Tech University about the use of their Remnant Trust exhibit.
 - M. Fortin will resend the spreadsheet of exhibit items to everyone. He is soliciting ideas for programs to use the exhibit. Special presentations for various groups (i.e. public schools) are in the planning stages.
 - This fall is the 50th anniversary of the Porter Henderson Library building. Rededication of the building will be held the Friday of Homecoming.
3. Topic: Deans and Department Chairs Evaluations (Don Topliff)
 - D. Topliff informed members there are two documents distributed regarding evaluation procedures. One is the OP and the other document is of unknown origin and does not match the OP. The second document was distributed in error and it is the OP which should be followed.
 - Department chairs will be evaluated by direct report faculty. The dean of the Freshman College will be evaluated by the GS 1181 faculty and the dean of the Graduate Studies and Research College will be evaluated by the Graduate Faculty. B. Hawkins is working with IDEA on these evaluations.
4. Topic: Assessment (Don Topliff)
 - D. Topliff said the THECB has six SLOs we are supposed to assess. Somewhere along the line ASU increased that number to nine. We are going back to just the required six. K. Schell is continuing to work with department chairs to help set up assessment. We must still use SPOL and a new beta version is coming out soon.
 - Assessment of Dual Credit courses will be done but the responsibility for this will not be put on the department chairs. Core course assessment is being worked on and a rubric will be created. An assessment kit will go to each Dual Credit instructor. One section of a core course at each high school will be assessed. The Dual Credit assessment process will be the same as on campus.

5. Topic: Staff Reviews (Don Topliff)
 - D. Topliff mentioned the email from Human Resources regarding staff reviews. Reviews should be conducted beginning June 1 and are due to HR by June 30. Reviews should be open and honest.
6. Topic: Degree Works (Don Topliff)
 - D. Topliff said B. Stewart sent out an email for department chairs to sign up for demonstrations. A soft roll-out is scheduled for the first week of July.
 - Other software updates. IT is fully engaged in software implementation at this time.
 - Chrome River – a travel software
 - New release of Banner 8 and they are already working on Banner 9.
 - Blackboard renewal contract is being negotiated.
 - SPSS – in the past the cost per year for this license was \$3,000. The cost to renew the license is now \$49,000 per year. There are several open source versions of this software and other software products that cost less.
 - Costs to maintain current software licenses are being reviewed. Departments will likely be required to pay for licenses they use.
7. Topic: Budget (Don Topliff)
 - D. Topliff informed members this year it is the Senate's turn to put the budget out first. The Senate decided to cut special item funding for everyone by 10% and zero out in the next biennium. ASU has about \$5.5 million per year in special items. About 7% of ASU's budget is institution enhancement funds.
 - The House bill has a 4% cut in funding.
 - Enrollment is still expected to rise.
8. Topic: Hiring Freeze (Don Topliff)
 - D. Topliff told members there has been nothing said about the hiring freeze in effect until September 1 being extended beyond that date. Since faculty are on a true 9-month contract and don't start until September 1 the freeze is not causing issues at this time. The freeze also only applies to positions paid with state funds.

New Business:

9. Topic: Purchasing Deadlines (Don Topliff)
 - D. Topliff mentioned the purchasing deadlines distributed by email last week and said everyone must adhere to them as much as possible. He said departments don't have to spend all funds still in their accounts because no allocations will be reduced next year because of remaining funds at year end. He said to be continue to be frugal with State funds.
10. Topic: Core Curriculum Timeline for Fall (Don Topliff)
 - D. Topliff informed members the Core Curriculum Committee will meet before the first University Curriculum Committee meeting each year. The Core committee will meet in early August and the results of that meeting will then go to the UCC which will meet in September. Changes to the core should be considered now and ready to submit in August.

Roundtable

Karl Havlak

- Said three students participated in a Math modeling contest and finished in the top 10% out of 9000 students participating.

David Bixler

- Informed members the Planetarium presentation is for the first time being presented in Vietnamese.

Laurence Musgrove

- Informed members a new issue of Oasis is out. It is a collaboration between Art and English students. He read a poem by Tony Hoagland who is the writer scheduled for next February's Writers Conference.

Russell Wilke

- Thanked everyone for the will wishes and condolences at the news of Dr. Terry Maxwell's passing. There is no information on services at this time.

Maurice Fortin

- Announced the library will be open May 6 until 10 pm. Sunday there will be coffee and snacks served at night. May 17 the library will be closed for staff training.
- The switch from print to electronic materials is continuing. J. Summerlin expressed that electronic texts are making a big difference in courses.
- J. Paschal, head tech services, is retiring and the search process for a replacement will begin later in summer because of budget issues.

Shirley Eoff

- Ashton S. received Honorable Mention for the 2017 Goldwater Scholarship awards.
- Reminded members the Presidential/Distinguished Student Awards is Monday, May 1.
- Honors students swept 4 of 7 Senior research awards, several students received fellowships, and mentioned several other highly competitive programs students are participating in.
- A Political Science major Sophomore received an internship with a Department of Defense agency (which one is top-secret).

John Wegner

- Up & Coming Scholars graduation ceremony had 104 graduates. Of those 50% are already committed to attend ASU. D. Topliff said the President is already looking into expanding the Up & Coming Scholars program.
- New Student Orientations will begin soon. More growth is expected

Shane Bertolio

- Reminded members the Cadets commissioning is May 12.

Brandy Hawkins

- Informed members almost everyone has filled OCS for IDEA.
- May 15 is training for administration and May 16 there will be department chair and faculty training.

John Miazga

- Reported the CAEP Chair left yesterday and he was very pleased with ASU. The Chair will submit a report to the committee and it will be about October when we get a response. He expressed gratitude to all who participated in the site visit and supported the CAEP team.

Meghan Pace

- First summer study abroad is out May 14. There are 70 students in study abroad this summer and 10-15 students in shorter study abroad courses.
- Next summer proposals have been approved and will be sent to the Provost and President for final approval.
- International student enrollment is also expected to rise.

John Klingemann

- Announced Sarah Lynch published. C. Pierce and E. Cuenco put together a student exhibit.
- The last WWI lecture was held at Fort Concho. The lecture series will begin again in September.

Herman Howard

- The 1st Sports Convergent just concluded. This will become an annual event.
- Graduate and undergraduate students will be going to England and Scotland to study Alfred Hitchcock next spring.
- Expressed thanks to D. Bixler and Physics faculty for support of the Television and Space trip to Houston.

Sharynn Tomlin

- Informed members the MBA program has grown 300% since the fall of 2015.

Don Topliff

- Informed members OP 06.23, 06.28, and 06.29 are going to the Board of Regents in May.
- Said drafts of OP 06.31 and 06.XX(32) will be sent to department chairs within the next week.
- Reminded members the Faculty awards dinner is next Thursday. Expressed thanks for all the nominations and all the work involved.

Adjournment