

Deans and Department Chairs/Heads Meeting
September 28, 2017
UC 203/204
Minutes

Present:

E. Ashworth-King, S. Bertolio, D. Bixler, K. Dickerson, S. Eoff, J. Forbes, M. Fortin, W. Gabbert, R. Garza, C. Gascoigne, K. Havlak, B. Hawkins, H. Howard, C. Jones, W. Kitch, J. Klingemann, L. Mayrand, J. Miazga, T. Mullis, J. Osterhout, M. Pace, C. Pier, M. Salisbury, S. Snowden, T. Starkey, C. Stewart, J. Summerlin, P. Swets, S. Tomlin, D. Topliff, J. Wegner, K. White, R. Wilke, W. Wolfe.

Minutes:

1. Topic: Minutes from April 27, 2017
Minutes approved.

Old Business:

2. Topic: Remnant Trust (Maurice Fortin)
 - M. Fortin said there is a month and a half to go before the Remnant Trust exhibit must be returned November 17. The exhibit will be open Saturday, September 30, for Family Day from 12-4:00 pm and Saturday, October 28, from 12-4:00 pm. The exhibit will be the centerpiece for the Porter Henderson Library Building's 50th Anniversary rededication.
3. Topic: Degree Works (Don Topliff)
 - D. Topliff said Degree Works is up and running. All 201710 and 201810 student cohorts are being moved to Degree Works and CAPP will still be run in tandem. Students have access to Degree Works.
 - D. Topliff said Degree Works training is ongoing and should be scheduled through B. Stewart and T. Drost. He encouraged departments to arrange a department meeting specifically for Degree Works training for faculty.
4. Topic: SACSCOC 5th Year Report – Assessment Progress (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. There is a committee for each SLO and the committee chairs have been assigned.
 - B. Hawkins said the ten committee chairs will be trained in January. The software to be used is Compliance Assist. Chairs are compiling committee membership lists now. D. Topliff will send the list of committees and chairs and the timeline. The goal is to complete the report by December 2018 and have to March 2019 to review and make changes. The report will be submitted March 2019.
 - K. Schell is continuing to work with department chairs to help set up assessment. The data for the core is in and done. The push now is to have all the “use of results” entered for all years (2014-15, 2015-16, 2016-17) by January.
 - D. Topliff told members that whenever a meeting is held, even if informal, if discussing using data to assess, write it down. It is important to have data in SPOL but even more important is how the data is used to improve.

5. Topic: Budget (Don Topliff)
 - D. Topliff said he attended the Faculty Senate meeting a learned there is a lot of misunderstanding on budget issues. The budget is available for review by anyone.
 - ASU hired \$1.6 million in new faculty this year. The possibility of a raise in January is still being looked into.
 - D. Topliff informed members it was anticipated to have a wind fall of formula funding but that didn't happen. Instead we were to receive a \$4.5 million cut but Senator Darby restored \$3 million and we ended up at zero – no increase but no cut either. The average cut was about 10% for most institutions.

New Business:

6. Topic: Students with Disabilities (Don Topliff)
 - D. Topliff asked members to remind faculty if a student has a letter from Disability Services we are obligated by law to follow the specified accommodations. He also said if a student has a disability to encourage them to contact Disability Services. If a faculty member has concerns regarding accommodations, they should contact Dallas Swafford.
7. Topic: Pre-enrollment Schedule Build - NSO (J. Wegner)
 - J. Wegner said he and C. Weeaks visited Texas State University to learn how they prebuild Freshmen schedules. Texas State pre-enrolls 6000 incoming freshmen and 75-80% stay with the prebuilt schedules.
 - The advising sessions at NSO will focus on the student's major and resolving any issues with the prebuilt schedule. The selection of a GS 1181 course will be done during this session. There must be an academic reason to change the schedule.
 - Some 4-year degree plans will need to be revised to make sure that the GS 1181 course is taken in the first semester.
8. Topic: Retention (Don Topliff)
 - The 1st to 2nd year retention rate at the 20th class day is 66.9%. D. Topliff said the challenge is to take this information and come up with ideas on what can be done to improve this retention rate. He acknowledged there are many factors involved. He wants to know what we are doing, why we are doing it, and how can we improve.
 - J. Wegner informed members a person is to be hired to be an Academic Coach/Early Alert Coordinator. The salary will be paid with USTD 1101 fund balance for two years. This position will start in January. Advisors will no longer have Early Alert as part of their duties. The cohort targeted first will be students with ACT scores in the 17-19 range and the Coach will begin contact with them during the summer.
 - The 2nd to 3rd year retention rate is 54.2% which is up 3% but the Junior class is smaller in numbers. On-campus students are up by 96 undergraduates and 132 graduates. The percentage of Hispanic students is 35.79%.

Roundtable

John Klingemann

- Reminded members the World War I lecture is tonight.

William Kitch

- Thanked the HSI steering committee members for their hard work on the HSI grant. The grant includes professional development for faculty to rework courses to serve HSI students as well as funds for the Mechanical Engineering program.

John Wegner

- Informed members the GS 1181 course review is ongoing. The spring semester will offer regular GS 1181 courses and a new format of GS 1181 for those students who did not pass the regular GS 1181.

Carolyn Gascoigne

- Reminded members the Holland Symposium is October 16.

Maurice Fortin

- Informed members librarians are working with faculty to be aware of Online Educational Resources (OER). A pilot study is being done this fall.

Wrennah Gabbert

- A patient simulation program is being integrated for beginning nursing students. An invitation was extended to anyone who would like to help. All it entails is having vital signs checked.

Meghan Pace

- Informed members enrollment of international students continues to grow. There are 234 students of which 206 are undergraduates.

Herman Howard

- Informed members a CBS news director is speaking to scholars October 8.
- The spring break study abroad course on Alfred Hitchcock to London and Scotland has had 30 students apply.
- Reminded members the NASCAR media tour in Fort Worth is Monday.

Adjournment