

Deans and Department Chairs/Heads Meeting

November 16, 2017

UC 203/204

Minutes

Present:

E. Ashworth-King, D. Bixler, K. Dickerson, S. Eoff, J. Forbes, M. Fortin, W. Gabbert, R. Garza, C. Gascoigne, K. Havlak, H. Howard, C. Jones, J. Klingemann, J. Miazga, M. Motl, T. Mullis, L. Musgrove, J. Osterhout, C. Pier, M. Salisbury, S. Snowden, C. Stewart, P. Swets, S. Tomlin, D. Topliff, J. Wegner, K. White, R. Wilke.

Minutes:

1. Topic: Minutes from September 28, 2017
Minutes approved.

Old Business:

2. Topic: SACSCOC 5th Year Report (Don Topliff)
 - D. Topliff distributed to members a chart for the SACSCOC 5th-year Interim Report Timeline. He asked members to review and take note of the timeline. He said the committee chairs will select committee members and he said if there is a particular committee you would like to serve on to please contact the chair of that committee.
3. Topic: Departmental Standards (Don Topliff)
 - D. Topliff said he has received most of the department standards for tenure and promotion. Those departments that have not submitted their T&P standards need to do so as soon as possible.
4. Topic: Budget (Don Topliff)
 - D. Topliff reminded members the 2017 summer salaries were over budget by \$1.5 million and yet SCH generation was down from the previous summer. He distributed a chart that broke out the salaries and semester credit hour generation numbers by College. D. Topliff said summer session rules have to change for 2018. Faculty teaching summer sessions will be required to teach 2 courses with one of the courses being an undergraduate course with an enrollment of 20 or more students. He said SCH generation needs to increase.

New Business:

5. Topic: Retirement (Don Topliff)
 - D. Topliff announced M. Fortin has formerly submitted his retirement notice. M. Fortin's retirement will be effective at the end of March 2018. D. Topliff informed members he will establish a search committee by January 2018.
 - D. Topliff reminded members J. Osterhout previously submitted his retirement notice with an effective date as August 2018.
6. Topic: OP Reviews (Don Topliff)
 - D. Topliff reminded members several 06 operating policies are in the review process and the process starts with the Faculty Senate. E. Ashworth-King, president of the Faculty Senate, reported that some OPs will have minor changes or no changes and a couple will have major revisions. D. Topliff said all OPs will be submitted by the Faculty Senate to the Provost and Deans' Council and only those OPs with major revisions need to be submitted to the Board of Regents.
7. Topic: Endowed Professorships (Don Topliff)

- D. Topliff informed members he received a list of all funded endowed chairs/professorships and learned some of the professorships do have a “quasi endowment” for funding. “Quasi” means no outside group provides funding; all money comes from the University and is generated by the principal funds designated for each professorship. Several professorships have been accruing interest and can now be awarded again. The first year the professorship will receive \$5,000 but subsequent years the amount will be determined by what the professorship principal accrues in interest.
 - D. Topliff said in the past some professorships have been given the option to take the funds as salary or M&O. All future funds will be given as M&O.
 - D. Topliff said the Faculty Senate is currently working on the review and revision of OP 06.21.
8. Topic: Faculty Stipends (Don Topliff)
- D. Topliff informed members he receives requests every fall and some in spring to pay stipends to faculty for duties “above and beyond” regular duties. He asked that these requests for stipends not be submitted as they should fall under “other duties as assigned.” If duties truly are “above and beyond” regular duties, release time should be considered for the faculty member but no requests for stipends will be approved. D. Topliff pointed out the grants are a different matter.
9. Topic: Faculty Evaluation (Don Topliff)
- D. Topliff said he is done with most of the evaluations that have been turned in so far. He said that it is obvious that we have a good group of very good young faculty and the student reviews reflect that. He also mentioned that every year a couple evaluations are submitted with a rating at 2.1 but the peer/department comments indicate the person is outstanding faculty. D. Topliff said faculty will not improve if they are told they are doing good even though they are not. He said there needs to be an honest conversation on what goes on in the classroom.

Roundtable

Laurence Musgrove

- Distributed subscription forms for the Concho River Review and encouraged everyone to give a subscription as a Christmas gift.
- The 22nd Annual ASU Writers Conference in Honor of Elmer Kelton features Tony Hoagland February 22-23, 2018. He read a poem by Tony Hoagland to the members.

Maurice Fortin

- Informed members tomorrow is the last day for the Remnant Trust and over 1000 people have visited the exhibit.
- He said the announcement of library hours for Thanksgiving week and final exam week will be sent out soon.

John Wegner

- Informed members a report on first time freshman will be distributed in a couple of weeks and includes advising information as well.
- He said to send any errors or holds to Amy in the Freshman College.
- 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. The new format GS 1181 class size will be limited to 10-15 students.

Shirley Eoff

- Informed members 11 students attended the National Honors Conference. These 11 students represented 8 departments. An ASU student had one of 12 papers selected out of 130; one of 300 posters selected out of 675. The ASU student won 3rd place in the posters.
- Expressed thanks to R. Dowler who worked with alumni in the area to set up a private tour of the CDC.

John Miazga

- Informed members the accreditation report from CAEP was received this week and it is 100% favorable. Accreditation will need to be renewed in seven years.

Herman Howard

- Basketball live broadcasts begin tomorrow.
- 15 scholars will be going to England and Scotland to study Alfred Hitchcock during spring break.
- 15 scholars participated in an advertising workshop last week.
- Informed members the half-time broadcasts feature interviews and if any are interested in participating to please contact the department or D. Placno.

Adjournment