

Deans and Department Chairs/Heads Meeting
February 15, 2018
UC 203/204
Minutes

Present:

E. Ashworth-King, S. Bertolio, D. Bixler, M. Crouch, K. Dickerson, S. Eoff, J. Forbes, M. Fortin, W. Gabbert, C. Gascoigne, M. Gritter, K. Havlak, B. Hawkins, C. Jones, W. Kitch, J. Klingemann, F. Madero, L. Mayrand, L. Musgrove, J. Osterhout, M. Salisbury, S. Snowden, T. Starkey, C. Stewart, J. Summerlin, W. Taylor, D. Topliff, J. Wegner, K. White, R. Wilke.

Minutes:

1. Topic: Minutes from November 16, 2017
Minutes approved.

Old Business:

2. Topic: Marketable Skills (Don Topliff)
 - D. Topliff referred members to the email sent out from B. Hawkins. It is being worked out how to display the list of marketable skills on web pages so all will have the same format and look.
 - D. Topliff informed members there is another Marketable Skills Workshop coming up in Austin if anyone wishes to attend.
3. Topic: Curriculum (Don Topliff)
 - D. Topliff said the proposed core has been approved by the University Curriculum Committee but not by the Coordinating Board yet. A copy of the proposed core was distributed. The format shown on the handout will be put in the Catalog and online. The next UCC meeting date will be determined after the core is approved by the CB.
 - D. Topliff informed members GS 1181 will be moved out of the core and made a degree requirement for every degree. Every degree is being reviewed by the professional advisors and are breaking down the degree into core and degree requirements. The advisors are also looking at commonly made substitutions for a degree to see if the requirement needs to be changed.
4. Topic: Assessment (Brandy Hawkins)
 - B. Hawkins informed members the Planning Objectives need to be in SPOL and there is an open session available tomorrow. Deans need to have Planning Objectives completed for 2016-17; in progress for 2017-18; and budget in progress for 2018-19. She also said to make sure benchmarks are in.
5. Topic: Budget (Don Topliff)
 - D. Topliff told members not counting Dual Credit students spring enrollment is up 200 undergraduate and 63 graduate students. The fall to spring retention rate is 89%. Some of the over-realized revenue is being used to address deferred renovations and facilities maintenance.

New Business:

6. Topic: Risk Management (Don Topliff)
 - D. Topliff told members he worked with the new risk manager, S. Spooner, in coordinating the fire drill scheduled for this afternoon. He referred members to the email sent out by S. Spooner for details of the drill.
 - D. Topliff informed members the tornado drill has not yet been scheduled but it will be held about 1:00 pm so it will disrupt some classes. He asked that faculty is aware they should not schedule an exam during the time of the tornado drill. He said there will be plenty of advanced warning of the tornado drill so faculty can prepare for participation.
 - D. Topliff said lab safety is going to closely looked at and worked on a great deal. He acknowledged faculty have done a good job of lab safety training for students.
7. Topic: Graduation (Don Topliff)
 - D. Topliff told members some students walked at the graduation ceremony with a GPA of less than 2.00. There were 14 students that walked in the fall who still needed more hours to graduate and they are not enrolled for the spring semester. There is no written policy on the current practice to allow students to walk. J. Wegner and C. Gascoigne are working on a proposal to revise OP 10.09 regarding this issue. The new policy will be in effect 2018 fall.
8. Topic: Staff Reviews (Don Topliff)
 - D. Topliff reminded members staff reviews will be due soon and to be honest in the reviews.
9. Topic: Core Curriculum Timeline for Fall (Don Topliff)
 - D. Topliff informed members work on the core will begin early in fall and the Core Curriculum Committee meeting will be held early in September.
10. Topic: EAB (Don Topliff)
 - D. Topliff told members ASU signed a contract for Student Success Collaborative and are working on implementation. EAB will help identify cohorts of at-risk students and use an app to facilitate communication with students instead of using email. D. Topliff said departments will be required to supply information for the Student Success Collaborative program such as what is the choke-point of a degree for students.
 - D. Topliff said EAB recently purchased a company called Royal. ASU used Royal several years ago and we are looking into using them again. Royal buys names and communicates with potential students on ASU's behalf.

Roundtable

Kimberly Dickerson

- The Education Symposium featuring Chris Ulmer will be March 5 at 2 pm and 7 pm in the CJ Davidson.

William Kitch

- Informed members it is Engineering Week next week and several events have been planned and to visit the Engineering Week website for full details. February 22 the Planetarium will be showing a special movie about building things at 5:00 pm. After the movie is Lab Night in the Hunter Strain Engineering Lab.

Wrennah Gabbert

- Informed members the Student Nurses Association has been busy giving flu shots and are holding a fundraiser at Texas Roadhouse tonight. Student Nursing Organization Bylaws were changed to allow all pre-nursing students to have the opportunity to join the Student Nursing Organization.

Flor Madero

- 14 graduate and undergraduate students will go to London during spring break to study Alfred Hitchcock films.
- Watch the live broadcasts of baseball and softball on Suddenlink channel 6.
- Communications and Mass Media seminar will be held April 6 and feature Todd Piro with Fox News and Robert Ryan with ESPN.

Shane Bertolio

- Informed members the JROTC Drill meet will be March 24 and on April 21-22 ROTC cadets will participate in joint exercises with Goodfellow AFB.

John Wegner

- Informed members advising will begin soon and even though a start and stop date are given advising really doesn't stop. He reminded members the professional advisors don't advise students with more than 45 hours. He asked that departments make sure faculty are ready to advise and to encourage faculty advisors to talk with students about their academic standing.
- Early Alerts have already been sent out and M. Reed is out making contact with students. Advising hold lists will be sent out soon.
- D. Topliff said the Behavioral Intervention Team (BIT) has a new coordinator/case manager, Russell Howard, and asked members to tell faculty to turn students in as appropriate.

Brandy Hawkins

- Informed members the student satisfaction survey will come out in the next month for selected courses. Please encourage participation because this data is used to make decisions on campus, such as increasing parking spaces.

Carolyn Gascoigne

- Reminded members the Writers Conference and Foreign Affairs Speaker events are next Thursday.

David Bixler

- Told members the Girl Scout STEM conference is Saturday.

John Klingemann

- Expressed thanks to all who helped with the History Fair. The fair doubled in size this year.
- Tonight is the Great War series presentation, A Texas Doughboy in the First Division: World War I and Beyond, at 7:00 pm in the CJ Davidson.

Adjournment