

Deans and Department Chairs/Heads Meeting

April 26, 2018

UC 203/204

Minutes

Present:

E. Ashworth-King, S. Bertolio, D. Bixler, M. Crouch, K. Dickerson, J. Forbes, W. Gabbert, R. Garza, C. Gascoigne, R. Hall, K. Havlak, B. Hawkins, H. Howard, C. Jones, W. Kitch, C. Lamberson, J. Miazga, T. Mullis, L. Musgrove, J. Osterhout, M. Pace, C. Pier, A. Skaggs, S. Snowden, T. Starkey, J. Summerlin, P. Swets, S. Tomlin, D. Topliff, S. Weise, K. White, R. Wilke.

Minutes:

1. Topic: Minutes from February 15, 2018
Minutes approved.

Old Business:

2. Topic: Graduation (Don Topliff)
 - D. Topliff told members we are fast approaching capacity this spring. Policy has been not to restrict the number of guests per student and we want to continue with this policy. Therefore, a policy on who can walk has been added to OP 10.09. This policy will be effective for the fall graduation ceremony. The policy will be put in the Catalog.
3. Topic: Student Enrollment for Fall (Don Topliff)
 - D. Topliff informed members projected enrollment reports are run every week and as of last Friday the first summer session enrollment and semester credit hours are up 9% and the second summer session is up about 12%. He asked members to tell faculty to help get the word out about free housing for the summer.
 - D. Topliff said fall enrollment and semester credit hours are up about 8%. The first-to-second year retention is about the same as last year at this time. He encouraged faculty to review the list of current students not yet enrolled for fall and to contact the student to encourage them to register.
 - D. Topliff informed members ASU is dead last in Texas in the number of transfer students enrolled. Strategies to change this need to be considered and there will be further discussion at a future meeting.
4. Topic: Core Curriculum Timeline for Fall (D. Topliff)
 - D. Topliff informed members the appeals for the denied core courses are in and were submitted to the Coordinating Board last Thursday.
 - D. Topliff said the Core Curriculum committee will meet as soon as we are back in the fall. He said he will give the committee specific instruction as to the duties of the committee and the procedures that must be followed.
 - Any changes to the Core should be submitted to the Coordinating Board by the end of October. Recommendations to change the Core must be backed up by hard data.
5. Topic: Curriculum Review (Don Topliff)
 - D. Topliff again emphasized the need for departments to determine what really needs to be a degree requirement and eliminate unnecessary requirements. He said if a substitution for a course is habitually being made, then the course really isn't a requirement. These changes will be effective for Fall 2019.
 - D. Topliff said the 2018-2019 Catalog format has been worked out. B. Stewart is meeting with deans and department chairs to convert the degree plans to the new format.

- D. Topliff reminded members the 2019-2020 Catalog will be split into separate Graduate and Undergraduate catalogs. Curriculum changes affecting the 2019-2020 catalog need to be submitted by November.
6. Topic: Staff Reviews (Don Topliff)
 - D. Topliff reminded members staff reviews will be due at the end of June.
 7. Topic: EAB (Don Topliff)
 - D. Topliff reminded members ASU signed a contract for EAB's Student Success Collaborative program. The first product piece will be implemented with students attending NSO then in November or December a second piece (CAMPUS) will be implemented. The app will also do the same things as GradesFirst currently does and GradesFirst history will be rolled in. A campaign will be run in the fall to get students who did not attend NSO to download and use the app.
 - D. Topliff told members block schedules will be done for new students. The students will still be able to select a GS 1181 course. Departments must set caps in all courses at the maximum. If a department has online sections you don't want first time students enrolling in, set the cap at zero.
 - 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.
 8. Topic: Budget (Don Topliff)
 - D. Topliff said the FY19 budget process is well under way. He reminded members the coming year budget is based on last year's enrollment. He said this is not an issue at this time but it will be an issue for the next two budget years.

Roundtable

Paul Swets

- Acknowledge the pending retirement of John Osterhout and Russell Wilke returning to full-time faculty status. Gratitude was expressed for the service rendered by both.

Carolyn Gascoigne

- Informed members the search for the new Executive Director of the Library has narrowed down candidates and campus interviews will be scheduled in the next few weeks.

Meghan Pace

- Informed members 66 students are enrolled in study abroad courses this summer and the International Studies Center is processing tons of passports for faculty, staff and community members.

Sharynn Tomlin

- Informed members there are 44 MBAs graduating in May and this is the largest group ever.
- June 1 the new Management and Marketing department chair will begin.

Shane Bertolio

- Informed members there will be 7 to 8 commissionings on Friday, May 11.

Brandy Hawkins

- Informed members the student satisfaction survey results are out and over 600 were filled out. ASU did higher in every category than the national average. She said she is working on consolidating the comments and will get those out late next week.

Clifton Jones

- Informed members the College of Business passed another milestone on the road to accreditation. The process will take another 2-3 years.

Adjournment