

Deans and Department Chairs/Heads Meeting

September 20, 2018

UC 203/204

Minutes

Present:

E. Ashworth-King, K. Beran, S. Bertolio, D. Bixler, M. Crouch, K. Dickerson, M. Dixon, S. Eoff, J. Forbes, R. Garza, C. Gascoigne, M. Gritter, K. Havlak, B. Hawkins, H. Howard, C. Jones, W. Kitch, J. Klingemann, C. Matz, M. Pace, C. Pier, M. Salisbury, S. Snowden, T. Starkey, C. Stewart, J. Summerlin, P. Swets, A. Tiger, D. Topliff, J. Wegner, S. Weise, K. White.

Introductions

- D. Topliff introduced the newest members of the Dean's and Department Chairs/Heads meeting: Mike Dixon, Biology Department Chair; Kyle Beran, Chemistry and Biochemistry Department Chair; Andrew Tiger, Management and Marketing Department Chair; Chris Matz, Executive Director of the Library.

Minutes:

1. Topic: Minutes from April 26, 2018
Minutes approved.

Old Business:

2. Topic: Enrollment (Don Topliff)
 - D. Topliff informed members the 12th class day enrollment numbers are in. The number of students on campus is up, Dual Credit is down, but overall we are down just 15 students. He said more attention should be made this year to the retention of first-to-second-year students and should take a harder look at recruiting, retention, and transfer students in and out. We will look at where transfer students are transferring out to and why. There will be advisor training on how to handle transfer students.
 - D. Topliff said Dual Credit is down because several high schools lost SACS accredited teachers and couldn't find replacements for them. HSI is at 37.24% which is up 1.5% points from last year. D. Topliff said any ideas for retention improvement are welcome.
3. Topic: OP Reviews (D. Topliff)
 - D. Topliff said an ad-hoc committee to review OP 06.23, 06.28, and 06.31 to revise and clarify and sync the timelines is almost complete. He said P. Swets will chair the committee and the other members are M. Gritter, C. Kreidler, C. Gascoigne, K. Dickerson, A. Tiger, and a faculty member from each department of Political Science and Philosophy and Psychology and Sociology.
 - D. Topliff informed members the policy on CLEP is also under review and revision.
4. Topic: Faculty Evaluations (Don Topliff)
 - D. Topliff reminded members the first deadline to turn in evaluations was last Friday. He said department chairs have places on the forms for comments and they are to create recommendation letters. D. Topliff said the policies do not specifically state department chairs are to make separate and independent evaluations of faculty apart for the peer committee but they are expected to do so.

6. Topic: Curriculum Review (Don Topliff)
 - D. Topliff said we've been talking for about a year to review and revise curriculum and degrees to remove any barriers and hidden prerequisites and it is now time to act. He said there are about 500 students very near graduating but haven't done so. He said to look at substitution patterns and if a substitution for a course is habitually being made, then the course really isn't a requirement.
 - D. Topliff said only one course, Technical Writing, is being recommended to become a core course.
7. Topic: SACSCOC 5th Year Report (Brandy Hawkins)
 - B. Hawkins reported to members the process is going very well. Twenty-six standards are required and six have been reviewed and are almost ready for President to review. Others will take until the end of November to complete. She asked that a prompt response be given if asked for anything from a review committee.
8. Topic: EAB (Don Topliff)
 - D. Topliff reminded members ASU hired EAB to help with retention. Two products are currently being used, Guide and Campus. Freshmen downloaded the apps and we will expand these to other students soon. He said faculty will be able to run analytics, schedule appointments and the Grades 1st data is being moved to Campus.

New Business

9. Topic: Testing Accommodations (Dallas Swafford)
 - D. Swafford informed members of the new testing accommodations now available. These services were piloted during the 2018 spring semester. Testing accommodation services are only available to students registered with Disability Services. Testing accommodations are held in the Tutor Center area and are available when the Tutor Center is closed. D. Swafford showed the website where students can register with Disability Services, get information regarding testing accommodations, and make appointments for services. Faculty will be contacted by email after a student requests testing accommodations. There will be a form for faculty to complete and they will be able to attach an electronic file of the test which will be stored in a secure area by Disability Services.
 - D. Swafford asked for feedback regarding these services. She said if a test requires a longer time than those posted, Disability Services personnel are flexible and will work out a schedule specifically for that test. Multiple students for one test can be accommodated except if the test must be read to a student.
10. Topic: Committees (Don Topliff)
 - D. Topliff said he received the last nominee for the committees. The committee membership lists are now complete and notifications will be sent out as soon as the President's Office sends the final approved committee listings.
11. Topic: Travel With Students (Don Topliff)
 - D. Topliff informed members of the need to really scrutinize faculty travel with students. He said there are very strict rules regarding traveling with students and if these are violated can result in a faculty member being fired. He charged members to look very closely at travel papers submitted for travel with students and not just automatically sign off on them. D. Topliff said every faculty member has a Title IX responsibility. He said if members are uncomfortable talking to a faculty member, they are to send the faculty member to the Provost and he will remind the faculty member of what the rules are.

12. Topic: Graduation (Don Topliff)

- D. Topliff informed members 1000 students walked at one graduation ceremony which lasted just over an hour. He said after the December graduation ceremony there will no longer be a speaker.
- D. Topliff said there were many elderly standing in the mezzanine at the afternoon graduation ceremony because there were no longer any seats available. He informed members beginning the 2019 spring graduation there will be three ceremonies held. He said details and logistics are still to be worked out.

13. Topic: Endowed Professorships (Don Topliff)

- D. Topliff informed members he received a letter listing endowments and their associated funding. He said nominations will be requested to fill the chairs and professorships currently open. D. Topliff informed members the endowment documentation directions must be adhered to and most funding may only be used for M&O. Some chair endowment funds may be used for salaries.

Adjournment