

Deans and Department Chairs/Heads Meeting

November 15, 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, W. Gabbert, R. Garza, C. Gascoigne, M. Gritter, K. Havlak, B. Hawkins, H. Howard, C. Jones, W. Kitch, J. Klingemann, C. Matz, L. Mayrand, J. Miazga, T. Mullis, C. Pier, M. Salisbury, T. Starkey, C. Stewart, J. Summerlin, P. Swets, A. Tiger, D. Topliff, J. Wegner, K. White.

Introductions

- D. Topliff had no new introductions

Minutes:

1. Topic: Minutes from September 20, 2018
 - No mention of approving minutes.

Old Business:

2. Topic: Graduation (Don Topliff)
 - D. Topliff informed members that after the December graduation ceremony there will no longer be a speaker. There will be three graduation times for the May 2019 graduation, times are being worked out. The ceremonies should be approximately an hour to an hour-fifteen minutes.
3. Topic: Enrollment (Don Topliff)
 - D. Topliff informed members that overall enrollment is slightly down over this time last year. The number of students on campus is up, Dual Credit is down. He explained how full-time students are down and the impact of those numbers on the budget. Just 60 full-time students can make a difference in tuition revenue by approximately \$480,000.
 - D. Topliff said Dual Credit is down because several high schools lost SACS accredited teachers and couldn't find replacements for them.
 - D. Topliff discussed Grades First File Review (GFFR). The 60 students may have had low test scores (ACT, etc.), low GPA, and/or low high school standing. We usually can retain 40% of these students, this comes out to 24 students that is basically one student per department.
 - D. Topliff said applications and admissions are down from last year. Two things that need to happen is: 1) be good with students on campus – retention and graduation, 2) Watch our money.
 - D. Topliff said the percentage of HEAF funds are up – recognition on our growth. Preliminary formula funding – this will be shared once it is known.
4. Topic: Dual Credit (Don Topliff)
 - D. Topliff discussed On-Ramps and how the UT system had 30,000 students in this program, which had 11,000 dual credit students. TTU also has a similar program. There would be an instructor at ASU and a proctor at the high school. Political Science 2305 will be one of the first courses at ASU to be a part of this new process with Friendship High School (estimating 150 students to be a part of this).
 - D. Topliff said that there would be 15-18 new high schools offering Dual Credit on-line courses.
 - D. Topliff stated that the MOU's would be signed early in 2019.

5. Topic: OP Reviews (D. Topliff)
 - D. Topliff discussed OP 06.02 Academic Workload Calculation. This policy will be out for review soon.
 - D. Topliff said OP 06.28 and 06.31 are being revised to clarify the timelines.
6. Topic: Faculty Evaluations (Don Topliff)
 - D. Topliff told members the policies for evaluations must be followed. He said the requirement for Tenure faculty on the committees is set at three (3), but because a chair cannot be on his/her own committee, there must be four (4) Tenure faculty on the committee.
 - P. Swets is the committee chair and said that if anyone needs clarification on the OP itself, to contact him.
7. Topic: Endowed Professorships (Don Topliff)
 - D. Topliff informed members that an announcement would be made soon on the endowed professorships.
 - D. Topliff told members the most funding may only be used for M&O.
8. Topic: SACSCOC 5th Year Report (Brandy Hawkins)
 - B. Hawkins reported to members the process is going very well. Twenty-six standards are required and 12 are remaining to go through committees.
 - B. Hawkins stated that stand-alone certificates must be assessed. She encouraged members to contact Dr. Kraig Schell with any questions about certificates and assessment.
 - B. Hawkins said that SACS will be visiting some of the dual credit high school campuses.
 - D. Topliff wanted to publically acknowledge Dr. Ashworth-King with her help in editing and her level of expertise with the SACS documentation.
9. Topic: Search Committees (Don Topliff)
 - D. Topliff said that there would be search committees set up for the following positions, and that even though national searches would be done, he encourage ASU faculty that wanted to apply, to do so.
Graduate Dean – Dr. Keith is stepping down 1/2019.
Dean of College of Education – Dr. Miazga is retiring 8/2019
Department Chair of Curriculum and Instruction – Dr. Summerlin is stepping down 1/2019.
 - D. Topliff stated he would be the Interim Graduate Dean while a national search is done.
 - D. Topliff said an interim department chair will be announced for Curriculum and Instruction.
10. Topic: Budget (Don Topliff)
 - D. Topliff said that the budget has been talked about in the other areas.

Adjournment