

## **Deans and Department Chairs/Heads Meeting**

**April 25, 2019**

**UC 203/204**

### **Minutes**

#### **Present:**

E. Ashworth-King, K. Beran, D. Bixler, R. Castro, M. Crouch, K. Dickerson, M. Dixon, J. Forbes, W. Gabbert, R. Garza, C. Gascoigne, K. Havlak, B. Hawkins, C. Jones, W. Kitch, J. Klingemann, K. Livengood, F. Madero, C. Matz, L. Mayrand, T. Mullis, C. Pier, M. Salisbury, S. Snowden, T. Starkey, C. Stewart, P. Swets, A. Tiger, D. Topliff, J. Wegner, K. White.

#### **Minutes:**

1. Topic: Minutes from March 6, 2019
  - Minutes approved.

#### **Announcement**

- D. Topliff announced Micheal Salisbury, current department chair of the Department of Agriculture, has been chosen to be the Dean of the College of Graduate Studies and Research effective June 1, 2019.

#### **Presentation**

- Bookstore staff informed members the includeED pilot program is coming to an end and resulted in an average of \$106.73 savings per student per section. Bookstore staff talked about book adoptions and the program Follett Discover to use to submit adoption information. The program shows prices for each book option. Staff asked that faculty do not send a book into the adoption list as “required” if it is not actually going to be used. Faculty should submit the book as “recommended.” There was a brief discussion about Open Education Resources (OER).

#### **Old Business:**

2. Topic: Enrollment Projections for Fall (D. Topliff)
  - D. Topliff informed members NSO registration numbers are used to predict fall enrollment. It looks like the numbers are the same as last year. Housing reservations are significantly lower this year compared to last year. Overall based on the data the numbers should be about the same as last year but with retention up it may overcome lower NFT enrollment.
  - D. Topliff said about 20 high schools will be added this fall. Most of these high schools are small but still expect 300-400 more dual credit students. The pilot program of three online dual credit courses this spring seems to be going well.
3. Topic: Graduation (D. Topliff)
  - D. Topliff informed members there will be three graduation ceremonies this spring and there will not be a speaker. Graduation ceremonies will be held at 10 am, 1 pm, and 4 pm. Overall about 1052 students will walk.
4. Topic: Core Curriculum (D. Topliff)
  - D. Topliff informed members the Core was approved as submitted.
  - D. Topliff said a bill has been filed to change Core from 42 hours to 30 hours. A proposed legislative statute requiring 4-year plans was submitted.

5. Topic: Legislature (D. Topliff)
  - D. Topliff said he was in Austin yesterday. ASU looks good in both the House and Senate. He said he met with two former ASU students; both will be in the room when 11<sup>th</sup> hour budget negotiation is going on.
  - D. Topliff said the hold harmless funds were moved to institutional enhancement, about \$4.5 million, in the House. This line item is now protected from line item veto.
  - Formula funding is up 36% from last biennium because of growth.
6. Topic: Budget (D. Topliff)
  - D. Topliff said C. Parks transferred the IE 2018 fall 25% release disbursement yesterday to get Colleges some money now and not wait any longer for over-realized revenue numbers to be received.

### **New Business**

7. Topic: Strategic Planning Council (SPC) Envisioning 100 years (D. Topliff)
  - D. Topliff said the strategic plan is in the process of being updated. He said to look at the current Vision 2020 plan and review the goals to determine if still valid. If not, let B. Hawkins know. The SPC is on the Accountability website. The updated SACS standards are being looked at by Accountability personnel. The committee will meet again and the process should be complete by June.
8. Topic: Fields of Study (D. Topliff)
  - D. Topliff informed members the Coordinating Board was tasked by the Legislature to create fields of study for the top 30 majors. ASU faculty participated on several committees. D. Topliff will send the link to the CB website. He said students must get credit for all courses on field of study list.
9. Topic: SACS Reaccreditation Committees (D. Topliff)
  - D. Topliff said work on the 10-year report will begin now. The committees are forming now and D. Topliff asked members to let faculty know and if a faculty member has a desire to work on a specific committee to get have them contact B. Hawkins. Committees will be finalized after the 5<sup>th</sup>-year report comments get back in late July. D. Topliff said he want to send some people to the SACS summer institute.
10. Topic: Faculty Sick Leave (D. Topliff)
  - D. Topliff reminded members it is the responsibility of every faculty member to file a leave report at the end of each month leave was taken. He said a faculty member cannot be stopped from taking sick leave and no one may be hired to do the job while someone is out on sick leave. There was some discussion about various scenarios. D. Topliff will work with Human Resources and he asked members to talk with faculty members.

### **Roundtable**

James Forbes

- Asked about enrollment projections and online dual credit. D. Topliff said information is still needed from the high schools to schedule DC courses. He said he hopes to have the numbers by mid-May

Brandy Hawkins

- Distributed to members a spreadsheet showing IDEA data in response to a concern put forth that female and non-white faculty are disadvantaged in IDEA evaluation forms. The data shows no evidence of any disadvantage.

### **Adjournment**