

Deans and Department Chairs/Heads Meeting

September 26, 2019

UC 203/204

Minutes

Present:

E. Ashworth-King, K. Beran, D. Bixler, R. Castro, M. Dixon, E. Dođdu, S. Eoff, J. Forbes, W. Gabbert, M. Gritter, K. Havlak, B. Hawkins, H. Howard, C. Jones, J. Klingemann, C. Matz, L. Mayrand, C. Pier, J. Pierce, D. Reisner, C. Runyan, M. Salisbury, C. Shar, S. Snowden, C. Stewart, P. Swets, W. Taylor, A. Tiger, D. Topliff, G. Vargas, J. Wegner, S. Weise.

Minutes:

1. Topic: Minutes from April 25, 2019

- Minutes approved.

Presentation

- S. Spooner, Director of Risk and Emergency Management, gave a brief presentation on active shooter, safety, and emergency situations. He will give a presentation to faculty if departments want to arrange a meeting. S. Spooner said students are asking for this training and procedures. Procedures need to be in place for each room that are specific to that room. There was some discussion of different scenarios and possible procedures.
- D. Topliff told members to go back to the faculty to talk about these issues. It is up to the individual faculty to talk to students about emergency procedures in their classrooms.

Old Business:

2. Topic: Enrollment (D. Topliff)

- D. Topliff informed members he and the President were in San Antonio Monday meeting with the South and West Texas Compact. This compact consists of several community colleges and 4-year universities and has been going on for three years. ASU just learned of this compact. D. Topliff said there is a North Texas Compact that ASU is not part of but should be. He said community colleges that are part of a Compact will not speak to any university that is not also part of the Compact.
- D. Topliff said he and the President are about to undertake trips to community colleges to promote transfer to ASU. Some locations include Oklahoma, south Kansas, Colorado, and New Mexico.
- D. Topliff said enrollment goals will be specific from now on and a better job of marketing ASU needs to be done. He said everyone has a part to play in marketing ASU.
- B. Hawkins briefly discussed the enrollment data she sent by email to members. Down a little in NFT freshmen, Dual Credit enrollment is up. First to second year retention is up 2%. ASU is at 41% Hispanic up 5% from a year ago.
- D. Topliff said J. Wegner and retention committee members are working on second year retention. He said we've done a lot of good things with enrollment efforts but there is always room for improvement. D. Topliff said transfer students will become a focus area. He asked members to let him know of any contacts they have at community colleges.

3. Topic: Graduation (D. Topliff)

- D. Topliff informed members there will be two graduation ceremonies in December and no speaker.

5. Topic: Core Curriculum (D. Topliff)
 - D. Topliff informed members a provision to create a two-tiered Core, general education and discipline core, has been submitted. A committee to explore this idea has been created and D. Topliff is on this committee to represent the Texas Tech University System. There was some discussion. Adopting a two-tier Core will result in a large increase in excess hours for those who change majors. Studies show almost everyone changes their major at some point.
6. Topic: SB 25 (D. Topliff)
 - D. Topliff said Senate Bill 25 deals with filing of degree plans when a certain number of semester credit hours are reached. He attended the negotiated rule making committee meeting Tuesday for this bill. One of the issues discussed was how an institution knows when a Dual Credit student has reached 15 hours if they are taking Dual Credit from several institutions. The conclusion was each institution will only be responsible for its own students. The bill also states Institutions at which a Dual Credit student has filed a degree plan cannot allow students to register for any course not on the designated degree plan.
7. Topic: Budget (D. Topliff)
 - D. Topliff said A. Wright is sending him the formula weights and he will then make IE fund calculations and distribute the rest of the funds to Colleges next week. M. Salisbury said the graduate surcharge will be distributed next week as well.

New Business

8. Topic: Syllabi (D. Topliff)
 - D. Topliff said syllabi are out of compliance as a whole. Reason #1: syllabi have incorrect information and lacking required statements (ex. Title IX, State Legislature). D. Topliff said a way to automatically add required statements to each syllabi is being looked into. The College of Education is piloting software in 2020 Spring that does this task. Reason #2: Some syllabi online are not ADA compliant. He said there is software to help with this issue.
9. Topic: Class Caps Committee (D. Topliff)
 - D. Topliff said the committee met and already distributed some information. The committee will create a white sheet with information as to where we are currently at that will be distributed to everyone soon. Also looking at times classes are offered.
 - D. Topliff said the University paid a consultant 15 years ago to increase growth. The consultant came back with the conclusion that ASU was not growing because classes are full. Students not getting into classes transfer to other institutions.
 - D. Topliff said to raise class caps or add another section. He said if more faculty are needed to teach the added courses to let him know and a solution will be worked out.
10. Topic: OP Revisions (D. Topliff)
 - D. Topliff informed members OP 06.23 and OP 06.28 are up for review. The Faculty Senate will review these OPs and it should especially look into OP 06.23 specifications for the review process itself and make appropriate revisions. D. Topliff said OP 06.14 is also up for review.

12. Topic: Security Camera Access (D. Topliff)

- D. Topliff reminded members of the email sent out last week by Finance and Administration regarding security camera access. He said there is a new access request form that must be used. There is a new policy on security cameras although the policy will be looked at again because it is not specific enough. D. Topliff said access is severely restricted and some people who had access to security cameras will no longer have access. He said there are over 1000 cameras on campus. University Police monitor cameras 24/7.

Roundtable

Herman Howard

- Said students want to interview new department chairs during a football or volleyball game. He asked the new chairs to contact him or D. Plachno or T. Bartl to schedule an interview.

Paul Swets

- Shared an updated draft proposal of course inclusion and exclusion. He asked members to discuss the updated proposal with advisors and department chairs. The final version should be done before advising begins.

Chuck Pier

- Informed members an Accounting Ethics Symposium will be held October 15-16, 2019.

Brandy Hawkins

- Informed members emails regarding OSF will go out on Monday. If there are substantive changes use the policy to walk through the process or contact B. Hawkins. Open sessions for SPOL are now going on.

Wrennah Gabbert

- Informed members the CCNE accreditation visit is in November. A final schedule will be distributed soon.

Gustavo Vargas

- Informed members the ABET accreditation visit for the Civil Engineering program is next week.

John Wegner

- Said the retention liaison in each department is bombarded with data. He asked members to share any ideas to retain students. Reminded members the way to retain a student may be to change their major. J. Wegner said there is money available for retention efforts and initiatives.
- Informed members GS 1181 will not be offered the fall B term. He said fall B was for students who failed fall A but offering in fall B was not producing desired results.

Adjournment