

Deans and Department Chairs/Heads Meeting

February 20, 2020

UC 203/204

Minutes

Present:

E. Ashworth-King, K. Beran, D. Bixler, R. Castro, S. Clouse, K. Dickerson, M. Dixon, E. Dođdu, W. Gabbert, M. Gritter, K. Havlak, B. Hawkins, H. Howard, C. Jones, W. Kitch, J. Klingemann, K. Livengood, M. Pace, C. Pier, J. Pierce, J. Rallo, C. Runyan, M. Salisbury, S. Snowden, T. Starkey, C. Stewart, S. Sturm, P. Swets, A. Tiger, D. Topliff, J. Wegner, K. White.

Minutes:

1. Topic: Minutes from November 21, 2019

- Minutes approved.

Announcements

- D. Topliff reminded members the Biology Department Open House and celebration of accreditation for the mammalogy collection and receiving the 20,000th specimen is tonight. P. Swets said the genomic resources collection has also received accreditation.

Old Business:

2. Topic: Enrollment (D. Topliff)

- D. Topliff informed members if they haven't seen the enrollment numbers to let him know and he will send the data to them. He said enrollment is up overall because of Dual Credit but numbers are actually down on campus. He said we must increase retention as well as new enrollment. D. Topliff said the next five years there will be fewer seniors graduating High School in Texas. He said Enrollment Management has planned some strategies to implement.
- D. Topliff said the 2nd-year Liaisons will get a report listing the students who changed majors and department chairs will be contacted to work with the liaisons to reach out to these students. D. Topliff recommended the list be split amongst the department's faculty members to contact the students directly.

3. Topic: Acadeum (D. Topliff)

- D. Topliff assured members implementing this program is in no way an effort to replace faculty. That is not the purpose of the program. D. Topliff said ASU is in complete control over registration with Acadeum and student participation will be very strictly controlled.
- J. Wegner said he has met with Chairs to start approving Core courses. He said the pilot program is on target to run in the Spring B term and Advisors have identified cohorts.
- D. Topliff informed members talks have begun for ASU to become a sending institution. He said lots of work is needed to meet Acadeum criteria. J. Wegner said the goal to be ready to be a sending institution is the summer of 2021.
- D. Topliff informed members the finances aspect of the program is still in the process of being worked out.

4. Topic: UCC (D. Topliff)

- D. Topliff informed members the UCC is scheduled to meet in two weeks, the Friday before Spring Break. He said if there are items going to UCC to get them to J. Kramer as soon as possible. The deadline is tomorrow.

5. Topic: Core Curriculum (D. Topliff)
 - D. Topliff said there were massive changes to the Core last year. He said there will be few this year. He reminded members if a course is in the Core at another institution, ASU must accept that course as Core per State statutes.
6. Topic: Class Caps Committee (D. Bixler)
 - D. Bixler said class caps directly affect enrollment. He said there is not necessarily a correlation between class caps and room capacity.
7. Topic: OP Revisions (D. Topliff)
 - D. Topliff said there are many OPs to review and revise. He said all OPs will be reviewed to make sure they match what we say we are doing.
8. Topic: Budget (D. Topliff)
 - D. Topliff shared with members Remission/Exemption Analysis data and Remission/Fee % of Tuition/Fees Revenue data given to the Vice Presidents. He said some things ASU can't do anything about because of State statutes. D. Topliff said this information will be presented to the State Legislature to support requests for funding from the State.
 - D. Topliff said there was under-realized revenue across the board. He said members will see cuts when working on the budget and reminded members the budget is based on current enrollment numbers.

New Business

9. Topic: Student Handbook (D. Topliff)
 - D. Topliff informed members the Student Handbook is in the process of being updated by Student Affairs and Enrollment Management. He said there are several changes he would like made and he asked members to review the handbook and any changes they see need to be made to please send them to him and he will get the changes submitted.
10. Topic: Distance Education Council (D. Topliff)
 - D. Topliff said the council will get together soon to start on the Distance Education policy and standards.

Roundtable

Micheal Salisbury

- Presented a brief summary of the Provost's Scholars Program proposal. He said the program is designed to provide faculty members an opportunity to compete for course release time to pursue scholarship or creative activity.
- He thanked everyone working on SACS Standard 6.3 for the data and input.

John Klingemann

- Informed members the Foreign Affairs Speaker event date has been changed to March 3.

John Wegner

- Informed members the retention report based on ODPs for majors is real-time. He said the Freshman College has an aptitude test to find the best major fit for a student.

Rosalinda Castro

- Informed members the May 9 Commencement schedule is 10:00 am, 2:00 pm, and 5:00 pm. The Archer College of Health and Human Services and Graduate Studies and Research will be the first session. The College of Arts and Humanities, the College of Science and Engineering, and Graduate Studies and Research will be the second session. The final session will be the Norris-Vincent College of Business, the College of Education, and Graduate Studies and Research.

Jason Pierce

- April 15 the author sponsored by the Friends of the Library and History Department is speaking.

Thomas Starkey

- Said the accreditation site visit went very well and they were impressed with the on-line programs.

Erin Ashworth-King

- Said the Writers Conference is the Thursday and Friday before Spring Break.

Scarlet Clouse

- Informed members the Food for Thought series will be launched the end of March. She said she will send out an email to invite anyone interested to attend.

Brandy Hawkins

- Said additional SPOL open sessions have been added for March 6, 19, and 20.
- Informed members the student satisfaction survey will go out soon. The courses are randomly selected. She asked that the surveys be completed because the data gathered is used in many ways.
- Said the all minutes from committee and council meetings must be posted on the J drive.

Meghan Pace

- Said the email requesting Study Abroad proposals for 2021 has been sent out. The deadline is April 6.
- Informed members the International Student enrollment for the spring semester is 246 representing 29 countries.

William Kitch

- Reminded members it is Engineering Week and there is an open house at the lab tonight.
- Said the ESCALA Fellows celebration is March 3. A. Robledo is beginning recruitment for fall for this program.

Herman Howard

- Reminded members if they would like to be interviewed during a broadcast of a basketball, softball, or baseball game to please contact his office.
- Informed members the 2020 Media Seminar is March 19. The theme is “Media & Politics” with Todd Piro as the key speaker.

Don Topliff

- Told members candidate hiring season is in full swing. He reminded members the official job offer comes from the Office of the Provost only after a background check has come back and is clear. He said no one can make any kind of offer to a candidate and that he and K. Neal are working on language a department chair can use when speaking with a candidate before the official offer is made.

Adjournment