

Deans and Department Chairs/Heads Meeting
January 28, 2021
Zoom Meeting
Minutes

Present:

E. Ashworth-King, K. Beran, D. Bixler, J. Braziel, R. Castro, S. Clouse, K. Dickerson, M. Dixon, E. Dođdu, S. Eoff, J. Forbes, M. Gritter, K. Havlak, H. Howard, C. Jones, W. Kitch, J. Klingemann, K. Livengood, C. Matz, L. Mayrand, R. Moody, M. Pace, C. Pier, J. Pierce, J. Rallo, D. Reisner, C. Runyan, M. Salisbury, S. Snowden, T. Starkey, C. Stewart, P. Swets, J. Taylor, A. Tiger, D. Topliff, J. Wegner, S. Weise, K. White.
Not Present: B. Hawkins, L. Morris, G. Vargas-Silva

Minutes:

1. Topic: Minutes from November 19, 2020
 - Minutes approved.

Announcements

- D. Topliff informed members there are several changes to the University Organizational Chart.
 - Vice Provost – Clifton Jones
 - Interim Dean of the Norris-Vincent College of Business – Andrew Tiger
 - Interim Chair of the Department of Management and Marketing – Rex Moody
 - Title change for Jamie Akin and Jenny Love
 - Communications and Marketing division is moved under Development.
- D. Topliff said he and the vice provost, C. Jones, will send out a message next week regarding the duty changes. Some direct reports to the provost will move to the vice provost.

Old Business:

2. Topic: Winter Intersession (D. Topliff)
 - D. Topliff informed members the session was successful for the most part. He thanked everyone who participated. Just under 900 students participated and generated about 2,800 semester credit hours (SCH).
 - D. Topliff said faculty cost was not budgeted. Over-realized revenue was used to cover expenses. He said the session was successful financially but more importantly it helped students stay on track for timely graduation.
 - There are 92 students who have not paid winter session tuition. They have until 5:00 pm on Thursday. If tuition is not paid by then, the student's spring registration will be dropped and they will not have access to take the winter session final exam.
3. Topic: Spring Semester and Graduation (D. Topliff)
 - Dr. Topliff stated there is no spring break and faculty cannot give students a week of library work.
 - The final exam schedule will be posted soon.
 - Expect on holding face-to-face graduation. The committee to plan graduation meets next week and has one week to plan the ceremony. This will not be a normal graduation but will be kept informal. D. Topliff asked members to send any ideas to him by email.

5. Topic: Summer and Fall Schedule Build (D. Topliff)
 - D. Topliff informed members the summer and fall schedule will be built with 75% capacity for classrooms. Safety protocols will still be in force. Special Events will send a spreadsheet listing classroom 75% capacity numbers.
 - The decision to make a class on-line only can be made by May 1. Face-to-face classes should still be recorded and posted.
 - Expect the fall semester to begin, Monday, August 23. The semester will be 16-weeks with a break for Thanksgiving. The schedule can be adjusted to the same schedule of last fall if needed.
6. Topic: Enrollment (D. Topliff)
 - D. Topliff said 20th class day numbers compared to last year show we are up 1%. He expressed gratitude to everyone who worked calling students to re-enroll. The spring semester is the tail end of accounting year for formula funding.
 - Enrollment Management, Dual Credit, and Admissions are helping with FTE students by several different avenues. Dual Credit is increasing efforts to get more Dual Credit students as regular students at ASU. Dual Credit student numbers will increase with two additional ISDs coming on board.
7. Topic: Budget (D. Topliff)
 - D. Topliff said both the House and Senate have filed a base budget last week. The proposed budgets are very similar. Higher Education 5% reduction will stay. The formula rate is maintained at previous rate.
 - D. Topliff said the legislative appropriations request is \$4 million for computer science and Kay Bailey Hutchison Center for Security Studies.
 - D. Topliff informed members budget information will be sent out about February 15 to begin the budget process. There will be no increase in M&O money.
 - Students will receive \$11 million stimulus passed in December. This time students may use the funds for tuition and fees. As of this morning 2,400 applications have been received.
 - D. Topliff said the budget is available online and is totally transparent.
8. Topic: Current Situation (D. Topliff)
 - D. Topliff said as expected there are a few more COVID cases on campus as of this morning, 13 students and 7 faculty/staff. ASU has had 330 cases since March, contact tracing made 3,500 contacts.
 - D. Topliff informed members a kiosk for walk-up testing has been set up on campus. He told members to let faculty, staff, and students know it is available for use. He said it is not the place to go for a doctor ordered test. D. Topliff said we are working on a deal if a test is positive at the kiosk ASU will be notified and be able to start contact tracing.

Adjournment