

Deans and Department Chairs/Heads Meeting
November 11, 2021
Zoom Meeting
Minutes

Present:

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

Minutes:

1. Topic: Minutes from April 22, 2021
 - Minutes approved.

Announcements

- D. Topliff said the search committee forwarded the finalist's name for the Dean of the Freshman College position and he has approved. He sent the other vice presidents an email with the recommendation. The candidate will receive the official job offer soon and a public announcement will be made.

Old Business:

2. Topic: COVID Information (D. Topliff)
 - COVID active cases: 7 student, one faculty/staff case, and one test pending results.
3. Topic: Graduation (D. Topliff)
 - D. Topliff said he, C. Jones, and M. Salisbury will attend all three graduation ceremonies. He asked members to let him know which ceremonies they will be attending so the appropriate seating is arranged on the platform.
 - The committee met yesterday on how to set up the Junell Center. The department chair or representative will lead the department to the stage. The band will be there to perform at all ceremonies. The Color Guard will present the flags and someone will sing the national anthem at each ceremony. Students will meet in the auxiliary gym and line up.
4. Topic: Enrollment (D. Topliff)
 - D. Topliff said fall enrollment information but not spring enrollment was sent out. Enrollment and retention campaigns are still in progress.
5. Topic: Retention (D. Topliff)
 - D. Topliff informed members we have made good progress in retention in the last six years – 2014 retention rate was 62% and in 2019 the rate was 71%. We backslid about 2% because of COVID – now at 68.7%.
 - D. Topliff said any ideas for initiatives to increase retention are welcome.
 - The Early Alert program is not utilized uniformly or to its full potential. Early alerts are acted upon but there is only one person and one graduate assistant to cover all alerts. Early alerts should be done by the 6th day for 8-week courses and by the 12th day for full-term courses.

7. Topic: Faculty Evaluations (D. Topliff)

- D. Topliff informed members he is working with IT to create a system for the electronic submission of faculty evaluations. The College of Education has run a pilot program for electronic submission. This is not an easy process. There needs to be the ability to comment and sign off at each level and be able to track in a workflow. The electronic evaluations need to be compatible with OnBase. The goal is to have all evaluations submitted electronically next fall.
- In case there are funds for merit raises, faculty need to be ranked. This ranking should be kept between the department chair and dean. No decisions have been made about how the fund pool will be distributed. There are several options being discussed.

8. Topic: Budget (D. Topliff)

- D. Topliff said ASU has met 70% of the fall/spring/summer semester credit hour projections. Budget was set to be down 5% but we are actually down 3%.
- The President is making a change in how budgets are handled. Beginning next year Budget Hearings will be held. A budget presentation will be made to a budget panel. More information will be sent out when the process is finalized. The dean will present budgets for the departments.

New Business:

9. Topic: Winter Intersession (D. Topliff)

- The winter intersession will be a 5-week session. Faculty teaching should look at enrollment and contact the students to verify they understand it is a 5-week session during the winter break they have enrolled for.
- A pilot program will be run in Blackboard requiring faculty to use gradebook. This will help monitor student activity and should give early intervention if needed within a few days of the beginning of the session.

10. Topic: Tenure and Promotion Policy (D. Topliff)

- Suggested changes sent to department chairs the beginning of the semester. Respond back by Friday, November 19, with input. The Faculty Senate will submit a draft to the Deans' Council and from there it will go to the Provost. If the Provost doesn't approve the draft, it will be sent back to the Faculty Senate to start again.

Roundtable

Andrew Tiger

- AACSB peer review team has recommended accreditation for the Norris-Vincent College of Business. A press conference announcement will be made next Wednesday.

Scarlet Clouse

- The Texas Education Agency audit is done. Thank you to all for your support. Received a great review and have until February to take some steps.

Rosalinda Castro

- Last Day to drop/withdraw from regular Fall 2021 semester is November 22.

Brandy Hawkins

- SACS committees are meeting and gathering evidence. Nine months until reaffirmation is turned in. All pieces need to be turned in by December 1 because going to an external auditor.

Adjournment