1. **Topic:** Minutes from September 26, 2023.
   Minutes approved.

**Announcements**
- President Hawkins joined the meeting to make several announcements.
  - ASU has earned the Seal of Excelencia.
  - President Hawkins also told the members about his successful Dual Credit visits at Plainview, Frenship, and Lubbock. He received positive feedback about our dual credit program.
  - President Hawkins told members the Three Rivers Foundation made a pitch to Tech University System to purchase a parcel of land with a large telescope and areas for holding retreats.
  - President Hawkins spoke to the Chancellor about AI and how to embrace it.
- The Provost reminded members that he needs to know which faculty will be teaching wintermester courses and what their salary will be. The requests for wintermester courses need to be prioritized by those with the highest enrollment.

3. **Topic:** Graduation (D. Topliff)
   - D. Topliff told the members that there will be two ceremonies for the December 16, 2023, graduation but that it has not yet been decided which colleges will have their ceremonies in the morning at 10:00 am or in the afternoon at 1:00 pm.

4. **Topic:** Provost’s Scholars Program (D. Topliff)
   - D. Topliff informed the members that D. Bixler is inquiring if the members approve the Provost’s Scholars Program proposal. The members agreed the proposal is ready to be sent to the faculty this week.

5. **Topic:** International Faculty (D. Topliff)
   - D. Topliff said C. Parks will be out of the office for an indefinite amount of time. Those faculty members on H1B visas or who need H1B visas will have their requests temporarily routed to Tech if they are not able to be handled locally during Christena’s absence.

6. **Topic:** Conflict of Interest (D. Topliff)
   - D. Topliff told members there is an audit on the ASU Conflict of Interest Policy. An automated digital survey is being developed for all full-time employees of ASU to complete. There are six categories of conflict of interest:
o conflict of staff/faculty- time commitment
o conflict of interest- financial
o conflict of interest- research
o conflict of interest- nepotism
o conflict of interest- foreign influence
o conflict of interest- other

- The survey will replace the current request for outside employment forms.

7. Topic: Budget (D. Topliff)
   - D. Topliff reminded members that faculty overloads are paid based on the course, not hours. There was discussion about a possible solution to the number of overload requests by creating a robust pool of adjuncts through CDLI (Center for Digital Learning and Instruction).

8. Topic: Combining Sections (S. Mohr)
   - S. Mohr told members that CDLI is working on a merge request process after an issue was discovered during a recent audit. Historically, faculty would send a request to eLearning to merge classes. The proposal for spring 2024 to use a merge request form that would go to the Deans that offers justification for merging as an added level of quality control. This would be an Adobe Sign form that would be approved or denied. Once the Dean approves the merge request form, it would then route to eLearning to make the merge. The goal is to have more structured and engaging online courses for our students.

8. Roundtable:
   - P. Swets
     • Reminded members about the annular eclipse event with a DJ and booths on October 14th starting at 11:15 am.
   - S. Mohr
     • Spring 2024 courses will be built soon. If any changes are needed to Concourse templates, the information needs to be sent to the IDs (Instructional Designers) as soon as possible.
     • If there are any brand-new online courses that are being built for the first time, please send list of these to S. Mohr.
     • October training:
       o 10/11: Designing Compressed Courses
       o 10/16: Accessibility Certification Course
       o 10/23: OER Adoption and Reframing Resources

Adjournment