

Deans and Department Heads Meeting

September 15, 2011

UC 203/204

Minutes

Present: N. Allen, T. Badgett, T. Bankston, B. Bechtol, B. Davidson, S. Eoff, M. Fortin, C. Gauden, K. Heineman, L. Jones, L. Lucksinger, S. Magnan, B. May, L. Mayrand, J. Miazga, L. Musgrove, J. Osterhout, D. Scott, M. Sleutel, S. Snowden, J. Summerlin, P. Swets, S. Tomlin, S. Wahl, A. Wallace, R. Wilke, S. Wilkinson, R. Zarnowski

Guests: Lori Chandler, Kurtis Neal, Angie Wright

Minutes

1. Topic: Minutes

The minutes were approved with no changes.

Responsible Party: N. Allen

Guests

2. Topic: Webtime Entry Project (Angie Wright, Kurtis Neal, Lori Chandler)

Beginning in December, non-exempt and hourly employees will use an electronic format for entering work time. Pay dates for those employees will change from once monthly to twice monthly. Townhall meetings are scheduled for September 22 and 28 to address any questions.

K. Neal will send a link to the website that offers further information.

Responsible Party: N/A, Informational

Old Business

3. Topic: Assessment Progress Summary (Brian May)

ASU's highest priority this fall is academic departments completing the assessment of their respective programs. K. Shumway is available to help as needed. D. Carter reports that work on the QEP is ahead of schedule.

Responsible Party: N/A, Informational

4. Topic: Fall 2011 Advising (Nancy Allen)

Advising is related to student retention, which has been aided by professional advisors in each undergraduate college tracking and working with particular groups of students. It is important that students are registered for the spring semester in the right courses, right number of hours, etc. Academic advising for the spring will be launched in a new manner. Faculty members are encouraged to support the efforts of the professional advisors in their respective colleges.

Responsible Party: N/A, Informational

5. Topic: Undergraduate Research Fee (Nancy Allen)

The Undergraduate Research Fee is projected to generate \$170-180,000. These funds will be available for both the student and faculty member involved in research projects/creative endeavors. Information is forthcoming, including attachments, for submitting requests for Student Research Travel Funds, another component of the Undergraduate Research Initiative. Up to \$400 will be awarded to each student for their student sponsored work.

The Undergraduate Research Initiative will include travel to support student presentations at conferences (up to \$400), grant funding (which is not tied to the student's financial aid), undergraduate student symposium, and an undergraduate research journal to be published in the spring.

Responsible Party: N/A, Informational

6. Topic: Budget Process (Brian May)

M. Reid will be implementing a budget development program that funds academics first. One goal is to provide salary increases. Academic Affairs will also be working with the Faculty Senate to review the former step system as a possible vehicle for salary increases. Salary issues for non-tenure eligible faculty will be reviewed in the spring.

Responsible Party: N/A, Informational

New Business

7. SACS Faculty Standard (Brian May)

S. Logan will be contacting department heads to request the teaching load for each faculty member as required by SACS.

Responsible Party: S. Logan

8. Honors Program (Brian May)

S. Eoff will be speaking with the department heads about modifications to the Honors Program. It will be changing from a core-based program to imbedded upper-level course program. B. May thanked the faculty for their support of the program.

Responsible Party: S. Eoff

9. Legislative Funding

B. May pointed out that he believes funding for higher education will be better during the next legislative session. Funding for higher education is moving toward a system based on graduation rates along with SCH. P. Swets has been asked to begin investigating options to improve graduation rates.

Responsible Party: P. Swets

Round Table

Sharynn Tomlin

- The study abroad program for summer 2012 is large. Students have begun to apply and their forms will be circulating for approval.
- The faculty mentoring program is still in place. Funds are available for a faculty member from each college for anyone interested in participating.
- At this time, ASU has agreements signed with ten Korean universities.

Laurence Musgrove

- Terry Darlymple's new book, *Texas Soundtrack: Stories Inspired by Texas Music*, is now available on Amazon.
- Leslie Silko has been selected as the 2012 Writers Conference keynote speaker.

Andy Wallace

- Grady Blount has been selected as the new Dean of the College of Science, Engineering and Agriculture at Texas A&M University Commerce.

Paul Swets

- The E. James Holland Symposium is scheduled for October 23-24. This year's keynote speaker is Frank Deford, speaking on "Sports and American Values"

Shawn Wahl

- A large number of graduate students had papers accepted for presentation at the TSCA Conference in Dallas in October.

Maurice Fortin

- The library's new hours are from 1:00 p.m. Sunday until 9:00 p.m. on Friday. The MCS Computer Lab hours have been adjusted to accommodate the library hours.
- A new software "Lib Guides" will be available to guide students in their use of resources that are available.

Shirley Eoff

- Thanks to the department heads for their help in establishing preliminary courses to incorporate in the Honors Program.