Deans and Department Heads Meeting
January 19, 2012
UC 203-204
Minutes

Present: N. Allen, T. Badgett, T. Bankston, B. Davidson, R. Ehlers, G. Engdahl, S. Eoff, M. Fortin, C. Gaulden, K. Heineman, C. Jones, L. Lucksinger, S. Magnan, L. Mayrand, J. Miazga, L. Musgrove, J. Osterhout, M. Sleutel, S. Snowden, J. Summerlin, P. Swets, S. Tomlin, S. Wahl, A. Wallace, R. Wilke, R. Zarnowski

Minutes

1. Topic: Minutes

The minutes were approved with no changes.

Responsible Party: N. Allen

Guests

2. Topic: Crisis Communications Planning Process (Robert Giovannetti, Preston Lewis)

R. Giovannetti, Texas Tech Associate Vice Chancellor for Communications and Marketing, presented an overview of a System-wide crisis communication plan. The goal within the next six months is to identify the top issues that ASU might encounter and begin establishing a plan to address them. P. Lewis will be meeting with the departments to discuss their individual situations and needs.

Responsible Party: P. Lewis

Old Business

3. Topic: HB 2504 Compliance (Nancy Allen)

All syllabi and vitae must be posted by 5:00 p.m. on Friday, January 20.

Responsible Party: N. Allen

New Business

4. Topic: Summer/Fall Schedule Build (Nancy Allen)

The Office of the Registrar will be sending out an email with further information. Summer and fall schedule build will be January 23 through February 10, followed by administrative review from February 13 through 17. The schedule will be released on February 17. Spring Advise-a-RAMA will begin February 20. Registration will begin the Monday following spring break.

Responsible Party: N/A; Informational

5. Topic: Department Head IDEA Evaluations (Nancy Allen)

IDEA evaluations for department heads will take place this spring. S. Logan will contact the department heads for their respective lists of evaluators.

Responsible Party: N/A; Informational

6. Topic: Dual Credit Afternoon Academy (Nancy Allen)

A pilot program for SAISD as well as surrounding area schools is planned for the 2012 fall semester. Specific classes suitable for dual credit will be offered in the afternoons with SAISD providing transportation for students. These will be regularly scheduled classes, not ones specifically for secondary students. Class times will be determined by appropriate deans and department heads

Responsible Party: N/A; Informational

Round Table

Martha Sleutel

- The Job Announcement has been posted for the Provost position.

Kenneth Heineman

- The Department of History will offer one of the presentations from their Civil War Lecture Series on Tuesday, January 24.

Sharynn Tomlin

- The Request for Course Substitution form for study abroad courses is required to indicate that the course has been approved as an advanced elective.

Maurice Fortin

- Lib Guides, an online tool providing a list of available resources, is now available. Lib Guides is accessible through Blackboard.
- Meetings have been scheduled with department heads for materials orders.
- Hours for the library's continuous operation will begin on January 29.
- Areas of the library are still under construction, including the second floor and basement.

Paul Swets

- Tonya Drost, Administrative Assistant to the Dean, will be out for the approximately one month.
- ASU will once again host Springboard ASU. The program should have 60 – 100 students participate.

Laurence Musgrove

- The Concho River Review is celebrating its 25th year in print.
- The ASU Writers Conference isFebruary 23 – 24 with featured speaker Leslie Marmon Silko.

Adjournment