

**College of Sciences Leadership Meeting
9 September 2008**

Present: Blount, Engdahl, McCoy (chair), Osterhout, Rodin, Swets, Wallace

Informational items -

Syllabi - the dean's office is collecting class syllabi to be posted on the CoS website (SACS mandate). See example set up by Mathematics:
www.angelo.edu/dept/mathematics/coursedescriptions.html

Course fees are OK (from Sharon Meyer). Course fees are local funds, lab fees are state funds

Update on PAA criteria and timelines

Collaboration with SAISD - AP students, TRIYS, and enrichment meeting with AP teachers (Terri Phillips) on 23 September - 1:30pm. Kelly McCoy has offered to coordinate mentoring of TRIYS projects enrichment classes at Ft. Concho Elementary.

Reminder - discussions of Mission Statement have been scheduled

Status of SACS re-accreditation process, 5th year review

Also a reminder that van rentals have become MUCH more expensive and that the schedule for the few ASU-owned vans/buses are filling up rapidly.

Also, the new [Policy on Policies](#) has been posted on the ASU Operating Policies and Procedures [webpage](#).

Discussion -

Small sections and long range class schedules - jkm

Zero-base budgeting, report on Dean's retreat and discussion with Provost/VPAA - jkm

Changes in Computer Literacy - Tim Roden

Policies regarding non-tenure-eligible faculty - Paul Swets

Paul stated that we still need forms and guidelines for evaluation. He and everyone else will be using tenure track forms, procedures, and deadlines for evaluation of non-tenure track faculty this fall. Suggests we revisit our May 2008 memo on salaries as a starting point and get a timeline for implementation from

Dr. Coers. Grady will take this up all of these items at his monthly meeting with Coers tomorrow.

Concern regarding assignment of academic responsibilities to non-academic staff - Paul Swets

Paul reports he has had 7 instances of cross-booking in the first 3 weeks of class. This apparently due to the new room czars using "Meeting Maker" software for room scheduling (instead of Banner which is what everyone else on campus uses). Two parallel but non-communicating systems are at fault. Suggests we use the new Policy on Policies to retroactively "review" this policy and/or create a new room assignment policy. Grady will discuss with Coers.

SAS request to Provost/President

Andy spoke with Coers about our meeting earlier this week (minutes [here](#)).

Roundtable

Nick Flynn is stepping down from Honor's Director position.

NMR magnet quenched last week. No estimates for repair yet.

Several suggestions that if Sharon Meyer wants to spend down fund balances, we can help her out.

Kelly led discussion of small class sections and strategies for minimizing such occurrences'; primarily through multi-year schedules and aggressive advising. He asked if we can get a notation on the Banner advising screen stating what students were advised to take.

Grady requested that each department prepare multiyear course schedule for posting and distribution. Ideally he wants to be able to tell parents at SOAR exactly what the four year schedule for their student will look like and when the courses will be offered. Biggest issue is what happens when a student gets out of sequence (e.g. fails a course).

Gil reported that low water pressure at MIR Meat Lab is becoming critical. John Russell is working on this.