

**Department Chair**  
**Meeting Minutes**  
**College of Arts and Sciences**  
**September 1, 2015**

The meeting was called to order by Dr. Carmen Burkhalter. Those present were: Dr. Carmen Burkhalter, Dr. Christopher Maynard, Dr. Yaschica Williams, Dr. Francis Koti, Dr. Bob Garfrerick, Dr. Claudia Vance, Dr. Brent Olive, Dr. David McCullough, Ms. Chiong- Yiao Chen, Dr. Tom Haggerty, Dr. Richard Hudiburg, Dr. Cindy Stenger, Dr. Cynthia Burkhead, Dr. Brenda Webb, Dr. Lisa Keys-Matthews, Dr. Craig Robertson, Mr. Jason Flynn, Dr. Jeffrey Bibbee, LTC. Pruett, Dr. Timothy Collins and Dr. John Hodges.

1. **Approval of Minutes from July 28, 2015.** The minutes were approved by consensus.
2. **Quality Enhancement Plan (QEP):** Lisa Keys-Matthews discussed the purpose of this plan in that it will be located in the library and will focus on engaging students in undergraduate research. She announced the program/space in the library would be ready for use in October. Undergraduate Research Symposium date was announced for Tuesday, October 13, 2015 (see attachments).
3. **Homecoming:** Weekend of October 16, 2015. Email Piper Golley to let the Dean know of any events happening in your building. COAS will be tailgating from 3-5 pm on Saturday, October 17<sup>th</sup>.
4. **Continuing Education**—Mary Marshall VanSant is the new director of Continuing Education, goal and purpose is to implement continuing education initiatives on and off UNA campus.
5. **VPAA Newsletter**—Email announcements to Dr. Joy Borah. Newsletter will be published twice a month. Please email social media pieces to LeeAnna Brown.
6. **Dr. Jerri Bullard's Role in Special Projects for COAS**—Jerri is developing a college database for alumni networking. The first segment of time collected (2010-2015) is nearly finished. In doing this the infrastructure of this project will be establish and then data collection will continue in five year increments. Jerri is also helping shepherd new curriculum ideas in COAS. Jerri is on the branding committee as well which serves as a liaison between the college and John Waters and Lisa Darnell. Lisa Darnell is developing a model of communication in the Dean's office and it will serve as a template for the departments in COAS.
7. **COAD Report.** Dean Burkhalter reported that the COAD discussed several topics such as: Tenure faculty—FTE administrative appointment, strengthening profiles in excellence using the SEDONA software program, the idea of "Repeat and Recompute" application for graduate level courses, ACHE report (continued below), possible alternative to the GRE for

international students and more online courses within the COAS.

- **ACHE report continued**-ACHE streamlined its forms, making undergraduate and graduate process exactly the same (notes will be passed on). Caution in not inflating projected number of graduates and keeping projections realistic in order for accurate measuring purposes. Tracking graduates—colleges need to show that 75% of graduates are employed in chosen discipline or gone on for more education.

**8. A&S Committee Updates:**

- **Curriculum:** The committee will meet September 21, 2015 in the Bibb Graves board room at 3:30 pm. The deadline to submit proposals is September 9<sup>th</sup>)
  - September 21, 3:30 pm (**Proposals due to me by September 9**)
  - September 28, 3:30 pm (**Proposals due to me by September 16**)
  - October 19, 3:30 pm (**Proposals due to me by October 7**)
  - November 16, 3:30 pm (**Proposals due to me by November 3**)

**9. Upcoming Dates:** Chairs were asked to make sure their faculty/staff are aware of the following A&S events.

- Fall Faculty Meeting; September 14<sup>th</sup> at 3:30 PM; GUC Performance Center
- COAS Back to School Event; September 17<sup>th</sup>, 5:30-7:30 PM; Singin' River Brewery
- Chairs Meeting Training (Legal Issues)—September 24<sup>th</sup>, 8:00-9:30 AM, Bibb Graves Board Room (BG) 114.
- Ribbon Cutting Science and Technology Building; September 10<sup>th</sup> at 1:00 PM
- Dragon Boat, October 3<sup>rd</sup> at McFarland Park
- Huntsville Meet and Greet, October 29<sup>th</sup>, 4:30-7:30 PM, Holiday Inn Huntsville—Research Park



# Best Practices Undergraduate Research Symposium

Tuesday, October 13, 2015 (<http://tinyurl.com/BestPracticesUGResearch>)

Student Track		Faculty Track	
9:30 a.m. to 11:30 a.m.	<b>WRITING FOR PUBLICATION WITH STUDENTS</b> <i>Loft, GUC</i> <i>(Dr. Jessie Moore, Elon University)</i>		9:30 a.m. to 11:30 a.m.
11:30 a.m.	<b>Pick up Box Lunches</b> <i>Room 200, GUC</i>	<b>Pick up Box Lunches</b> <i>Loft, GUC</i>	11:30 a.m.
Noon to 1:50 p.m.	<b>PRESENTATION CREATOR LAB</b>  Hands on Poster, PPT BYOD <i>Room 200, GUC</i>	<b>UNDERSTANDING MENTORING STUDENTS</b>  <i>Loft, GUC</i> <i>(Dr. Jessie Moore, Elon University)</i>	Noon to 12:50 p.m.
		<b>DISTRIBUTED LEADERSHIP</b>  Sustaining research with small departments, high teaching loads <i>Loft, GUC</i> <i>(Dr. Jessie Moore, Elon University)</i>	1:00 p.m. to 1:50 p.m.
2:00 p.m. to 2:50 p.m.	<b>LITERATURE REVIEW</b>  Locating, evaluating, and Synthesizing peer-Reviewed literature <i>Room 200, GUC</i>	<b>PANEL DISCUSSION</b>  Featuring faculty whose departments are active in undergraduate research <i>Loft, GUC</i>	2:00 p.m. to 2:50 p.m.
3:00 p.m. to 3:50 p.m.	<b>3-MINUTE THESIS TRAINING</b>  <i>Room 200, GUC</i>	<b>AVAILABLE RESEARCH TOOLS</b>  Data sets, SPSS Mapping software, etc. <i>Classroom, Collier Library</i>	3:00 p.m. to 3:50 p.m.
4:00 p.m. to 4:50 p.m.	<b>AVAILABLE RESEARCH TOOLS</b> Data sets, SPSS Mapping software, etc. <i>Classroom, Collier Library</i>		

QUALITY ENHANCEMENT PLAN

UNA Box 5167, Florence, AL 35632-0001

P: 256.765.4640 | F: 256.765.5223 | [www.una.edu/qep](http://www.una.edu/qep)

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**Collaboration Strategies Workshop  
September 14-16, 2015  
Guillot University Center Banquet Hall A**

Have you ever worked on a committee or within an organization that you know could be more effective in achieving the project goals but you just don't know what is needed? Have you ever assigned a group or team projects to students and realized that your students have so understanding of the skills needed to work as a team?

Join faculty, staff, and students in learning collaboration skills and strategies for engaging with team members in order to successfully complete group assignments and group tasks.

**Roni Jones**, Education and Leadership Consultant, will be offering Collaborative Strategies Workshops for faculty, staff, and students September 14-16 in two-hour blocks. This workshop is sponsored by the Office of the Quality Enhancement Plan. You can sign-up for the workshop at <https://una.edu/qep/collaboration-strategies.php>.

This training will help participants understand how to interact with a group and their contributions to positive group dynamics. Participants will practice listening effectively, implementing group skills, and the employing seven strategies for collaboration.

### **Workshop Goals**

- Understand and implement skills to successfully communicate and collaborate
- Collect the positive lessons learned from past collaboration efforts
- Brainstorm support and actions necessary to develop successful collaborations
- Reflect, collect, and learn from experiences gained during this workshop

### **Available Times:**

#### **Monday, September 14**

- 9:00 – 11:30
- 2:00 – 4:30

#### **Tuesday, September 15**

- 9:30 – 11:30
- 2:00 – 4:30

#### **Wednesday, September 16**

- 9:00 – 11:30
- 2:00 – 4:30
- 6:00 – 8:30

Roni Jones works with the National Geographic Society and is responsible for fostering strategic thinking, planning effective organizational designs, training for proficient and resourceful leadership, and developing successful collaboration skills in groups. She has also worked as professional development coordinator for the Placer County and Sacramento County Offices of Education. She is an adjunct education faculty member for California State University (Sacramento).

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