

College of Arts and Sciences
Committee of the Chairs-Meeting Minutes
September 15, 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, 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, Dr. Timothy Collins and Dr. John Hodges.

- 1) **Approval of Minutes from September 1, 2015.** Dr. Cynthia Burkhead moved for an approval of the minutes from September 1st, Dr. Brenda Webb seconded the motion and the Committee approved the minutes by consensus.
- 2) **Arts and Sciences Committee Updates:** Reappointments within the College are forthcoming based on the newly approved college by-laws.
 - a. By-Laws Committee: Arts and Sciences College By-Laws were passed on September 14th. Dr. Hudiburg sent the approved copy of the By-Laws in an email to A&S Faculty and Staff. The By-Laws are also attached to this document.
 - b. Graduate Committee: The Next Meeting will be held on October 13, 2015.
- 3) **College Curriculum Committee:** the next meeting is set for September 21st at 3:30 pm. Chair members will receive College Curriculum agenda and attachments before every Committee of the Chairs Meeting.
- 4) **COAD Updates:**
 - a) Student computer labs will have hard drives replaced instead of new computers, cost effective way to update technology.
 - b) Campus might experience problems with WIFI this semester, University is aware of the problem.
 - c) Change in IP phone services which will lead to a change in IP vendors; process to happen by May, more information to come.
 - d) Fiber hub is located in Floyd, the moving of the fiber in the spring semester.
 - e) Continued discussion in COAD on having Tenured Faculty having FTE split appointments.
 - f) Summer school enrollment down in traditional classroom setting. College supply line is up but complete budget is not available.
- 5) **New Business:**
 - a) Chief of University Police, Mr. Kevin Gillilan, spoke on his vision for the campus and the goals he has set for the police force on campus. He stressed the importance of the University Police working in partnership with the community. Dr. Craig Robertson requested seminars on identity theft, in effort to educate students on the crime.

- b) LeeAnna Brown, Early College Coordinator—spoke on her recruiting efforts in the fall and spring semester. Departments expressed concern about department costs of recruitment items (brochures, etc.). Ms. Brown stated that she is working on compiling a college brochure that highlights the 19 department in the college, which would alleviate the need for departmental spending on recruiting materials.

Working on compiling a college brochure that highlights the 19 departments, which would alleviate the need for departments to provide consistent material that comes out of their budget. Any creation of a social media account needs to be approved through Jeremy Britten. Departments can forward any posts made on social media to LeeAnna for further distribution.

- c. ePAFS (Dr. Christopher Maynard)—due on September 15th in order for payroll on September 30th.

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

- a) COAS Back to School Event; September 17th, 5:30-8:30 PM; Singin' River Brewery
- b) Chairs Meeting Training (Legal Issues)—September 24th, 8:00-9:30 AM, Bibb Graves Board Room (BG) 114.
- c) Dragon Boat, October 3rd at McFarland Park
- d) Huntsville Meet and Greet, October 29th, 4:30-7:30 PM, Holiday Inn Huntsville—Research Park
- e) ALICE (Active Shooter) Training with Chief Gillilan—November 10th (3:30-6:30); location is TBA.