

College of Arts and Sciences
Committee of the Chairs-Meeting Minutes
September 29, 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. Craig Robertson, Mr. Jason Flynn, Professor Chiong-Yiao Chen, Dr. Jeffrey Bibbee, Dr. Timothy Collins and Dr. John Hodges.

- 1) Guest: Dr. Kathleen Richards, Assistant Director of the University Success Center. The Writing Success Center for UNA Students. Face to face and online consultations are available. Placing the contact information for the Writing Success Center in course syllabi is encouraged. Dr. Richards has requested for professors to email Dr. Richards the assignment as an attachment when sending students to the Writing Center. Faculty Writing Retreat in May for uninterrupted writing time for professors at UNA (9 am- 3:30)--breakfast and lunch provided; efforts towards creating a national writing project at UNA—July, held on East Campus.
- 2) Review and approval of minutes from September 15, 2015 meeting. Dr. Brenda Webb moved for an approval and Dr. Claudia Vance seconded the motion.
- 3) Arts and Sciences Committee Updates:
 - a. By-Laws Committee—proposals to amend the current College By-Laws should be emailed to Dr. Hudiburg
 - b. Graduate Committee—next meeting is October 13th
 - c. Budget Committee—Dr. Maynard will send an email to have the committee meet in October.
 - d. Awards Committee—meeting will be scheduled soon
 - e. Curriculum Committee—email with proposals will be sent by Piper Golley one week before College Curriculum Meetings. Administrative Assistants will be copied to that email as well.
- 4) New Business:
 - a. Funding Request-President/Provost-distinguished events is no longer housed in the President's office. Financial requests need to go through the Dean's office first to figure out the process of requesting funding for distinguished events.
 - b. Evaluation of Enrollment Efforts, Fall 2015—ideas about what worked/didn't work. Send comments directly to the Dean (please submit by the end of the week).
 - c. Student Absences due to funding, is there a way to find out that a student is not coming to class because of financial problems outside of the email that is generated by the system? Faculty encouraged to give students information of the Student Financial Services. Request for Dr. Laura Bozovic (Director of Student Financial Services) to attend a meeting in the future: about problems they have to deal with that is outside of the procedure know and how they can or cannot help; students changing model from getting financial aid/grants from fall and spring to fall-spring-summer (study abroad and summer school); a way to inform professors if a student disappears and if an action was taken prior to the end of the semester.

- d. Website-send updates to Web Lion users to Piper, plan to continually update department website.
- e. Tenure/Promotion Policy—in two weeks the Provost will be scheduling a meeting with all deans, associate deans, president of faculty senate, and president of shared governance to edit content and add or alter information based on feedback. The Dean asks for departments to discuss draft copy, provide feedback by Oct. 7th to develop a collective list of comments to take to the meeting. The Dean highlighted the Executive Summary; “grandfathering” options of the rules. New faculty will be hired in on guidelines after modifications are made.
- f. The Dean is establishing a Tenure/Promotion Ad Hoc College Committee to review each department’s guidelines. Committee will be charged to develop a matrix on which to review each departments’ guidelines. The motion to create an Ad Hoc committee was made by Dr. Burkhead and seconded by Dr. Robertson.
- g. COAD Update: Concern of early warning system for students on track for DWF. The consensus was that Beacon was not supported by the faculty having to use it and that linking information to Portal would be a better alternative. University Attorney, Amber Fite-Morgan is generating liability waivers that can be used for summer camps. Discussion about minimum qualifications by rank: experienced individual without a terminal degree. There was a proposed revision to the faculty handbook: start date for faculty is three working days prior to the first day of classes. Dr. Paulette Alexander in the College of Business is piloting the Sodona software. Discussion of office hours in faculty handbook. One, three-hour course repeated in the graduate level courses has been proposed by the College of Business. A&S wants the opportunity for an “out” if it passes. Concern over the fact that all transfer credit is evaluated in Admissions.
- h. EPAF Spreadsheet-Due Date: October 14th, Rose will email spreadsheet out to admins and cc you by Wednesday, September 30th
- i. Huntsville Meet and Greet
 - (1) October 29th, 4:00-7:00 pm.
 - (2) At least one person to sign up and represent your department (more details to follow)
- j. Homecoming (October 16, 2015)
 - (1) Three departments have signed up for activities: Art, Physics/ES and Chemistry and IH.
 - (2) Please contact Rose Koopman to sign up.
 - (3) Student ambassadors are available to help.

5) Upcoming Dates:

- a) Dragon Boat Festival; October 3rd –McFarland Park
- b) Huntsville Meet and Greet; October 29th at the Holiday Inn-Research Park; 4-7 pm
- c) UNA First Friday; November 6th
- d) ALICE Training; November 10th, 3:30-6:30, SET 136
- e) Preview Day: November 14th

The meeting was motioned to end by Dr. Robertson and seconded by Dr. Burkhead.