**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**November 9, 2010**

The meeting was called to order at 8:00 a.m. on Tuesday, November 9, 2010. Dr. Vagn K. Hansen, Dean of the College of Arts and Sciences, presided. Department Chairs present: Ms. Chiong-Yiao Chen, Dr. Paul Kittle, Dr. Brent Olive, Dr. Gregory Pitts, Dr. Phil Bridgmon, Dr. Ron Smith, Dr. Robert Garfrerick, Dr. Claudia Vance for Dr. Craig Christy, Dr. Bill Strong, Dr. Christopher Maynard, Dr. David Muse, LTC Michael Snyder, Dr. David McCullough, Dr. Brenda Webb, Dr. Richard Hudiburg, Dr. Joy Borah, and Dr. Craig Robertson. Debbie Tubbs took the minutes.

1. **Approval of Minutes.** The minutes from October 26, 2010 were approved by consensus.

2. **Report from COAD.** Dr. Hansen reported that on November 8 the COAD discussed the following topics:

-Randy Horn discussed IT matters. With the wireless network essentially complete, departmental printers will now be networked and Dr. Hansen requested that department chairs send him an email stating where these printers should be housed. The department chairs stated this was the first they had heard of this. It was questioned as to whether this had gone through the proper channels and most of the department chairs were very much opposed to this, while a couple of departments stated the opposite view and were pleased with the networked printer.

-Master of Professional Studies. This proposal will go to the Graduate Council this month and if you have students in your areas who want a master’s degree and your department does not offer one, please share the information with Craig Robertson by email.

-Dean Evaluations. Based on the two-year cycle, evaluation instruments will soon be emailed to department chairs to forward to regular faculty only for evaluation of their deans.

-Instructor Initiated Withdrawal. The COAD is looking at what process to use.

-Donna Jacobs informed the COAD that the Council of Graduate Deans will host the Southern Graduate Schools on February 24027 In Huntsville on February 24-27. Dr. Hansen asked the department chairs to be thinking about whether they or someone in their department would like to go the meeting. He also asked the department chairs to provide him with examples of successful people in their majors who have gotten their degrees at UNA. This information will be presented in some electronic format at this meeting. Dr. Jacobs also provided a summary of Ellen Haulman’s report at the recent COGD meeting which should prove helpful to UNA in its submission of curricular items to the Commission. We are reminded to use the term “program” only to refer to a major. Dr. Hansen used the example of not saying Music Education Program. He also stated that he and Dr. Jacobs had a meeting with Dr. Sue Wilson to go over the 34 majors at UNA with the many options. Apparently, there are issues with Banner not handling the classifications correctly.

3. **Curriculum Proposal from the Department of Foreign Languages.** Dr. Vance made a motion to eliminate the minor of International Studies from the list of minors for the Foreign Languages for Commerce option. The motion was seconded and opened for discussion. During discussion it was noted that for the *assessment* part, more justification may be need for future proposals such as what do you want to do and why. The motion was unanimously adopted.

4. **Faculty Credential Checklist – New and Revised Courses.** Dr. Hansen stated that as this applies to the curriculum change proposals, the answer to this question will almost always be yes and we will need to know who will teach the course. He asked the department chairs to go back and in the next week, send Debbie all courses that have been created or revised or eliminated in the last year. Identify the faculty members whose roster’s need to be changed according to that list. Debbie stated she would ask Dr. Haggerty for a list of current rosters.

5. **Other.**

-Course substitutions were discussed and during this discussion, Dr. Hansen suggested that when a student is requesting a substitution in their minor, that the department chair of the minor emails the major advisor (and copies the dean), stating their opinion on whether they support or deny the substitution. The major advisor should place in the comment box that they have corresponded with the minor department chair.

The meeting was adjourned at 9:23 a.m.

Minutes were submitted to Dr. Hansen on December 6, 2010.

Minutes were approved by Dr. Hansen on December 6, 2010.

Minutes will be submitted for approval to department chairs on December 7, 2010.