**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**December 7, 2010**

The meeting was called to order at 8:00 a.m. on Tuesday, December 7, 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. Tim Carter for Dr. Phil Bridgmon, Dr. Ron Smith, Dr. Robert Garfrerick, Dr. Craig Christy, Dr. Bill Strong, Dr. Christopher Maynard, Dr. David Muse, Major Jonathan Stewart for 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 November 9, 2010, were approved by consensus.

2. **Report from COAD.** Dr. Hansen reported that on November 22 the COAD discussed the following topics:

* Master of Professional Studies. Dr. Hansen stated this program has been approved by the Graduate Council and the NISP has been submitted. It will go before the Board of Trustees next week and after waiting the mandated time by ACHE of two months, the full proposal will be submitted to ACHE. During discussion, Dr. Maynard brought up that departments will need to be written into the approval process in the proposal and Dr. Hansen acknowledge that the concentration departments will be full partners in the degree. Dr. Hansen made the statement that courses for this program will come from the Graduate Catalog and if there are courses currently in the catalog that you do not want to teach, please do the paperwork to have them removed from the catalog. Dr. Hansen also reported that during discussion of the MPS proposal and the request to allow 12 graduate hours to be transferred to UNA that other graduate program representatives asked if they could also allow additional hours to be transferred in. Dr. Hansen has asked for input from all A&S graduate programs and will report his findings to Dr. Thornell.
* August Intersession. Dr. Hansen stated that there had been a request from faculty in our college to teach a course in the August break rather than May and the COAD approved the motion unanimously. Debbie mentioned that she had received due dates already for spreadsheets for pay purposes and deadlines from the Registrar’s Office for registration for the August intersession. Dr. Hansen stated that this will impact the number of hours a student can take over the summer. Currently, if an advisor recommends that a student be allowed to take over 14 hours, he would approve it as long as three of the hours were in the intersession. With the addition of this new intersession, his past policy could potentially allow a student to take 20 hours during the summer (including the intersession). He stated this will probably need to be addressed in the catalog in the future. As a note, he stated that he prefers the recommendation from the advisor and/or department chair be sent by email if requesting extra hours for a student in the summer or any term. He usually accepts the advisor’s recommendation on whether the student can handle extra hours.
* Career Planning and Development Office. Dr. Hansen reported that Melissa Medline has expressed interest in being invited to department meetings to discuss the services of their staff. Dr. Hansen stated that department chairs might consider inviting them to one of their meetings.
* Incompletes. Dr. Hansen stated that discussion regarding problems with students removing incompletes during the summer session has led to Dr. Wilson working on a proposal relative to removal of a grade of I only in spring and fall semesters (not summer terms). If approved by the deans, the proposal will next go through Shared Governance to the Academic and Student Affairs Committee. During discussion of this topic, there was a question as to whether the August intersession would postpone all students getting their grades and Dr. Hansen was asked to follow up on whether anything could be done to allow students to have access to their grades as soon as the June term is over.

3. **Curriculum Proposal from the Department of History and Political Science**. Dr. Maynard made a motion to delete the requirement for a second major in Secondary Education for students is the Social Science major. The motion was seconded, opened for discussion and unanimously adopted.

4. **Curriculum Proposal from the Department of Psychology**. Dr. Hudiburg made a motion to add PY 201 to the list of courses accepting CEEB Advanced Placement with a minimum score of 4 in the UNA catalog. The motion was seconded, discussed, and unanimously adopted. Dr. Hansen asked all departments to look at their CLEP and AP courses and scores in the catalog and make sure they are appropriate. He also mentioned Human Geography as a course that the Geography Department might consider adding to the AP list.

5. **Summer School 2010 and 2011**. Dr. Hansen asked Debbie to pass out two examples of summer spreadsheets that Renee’ has asked all departments to use as examples when preparing 2011 summer spreadsheets. Renee’s also asked Debbie to pass along to department chairs to announce to their faculty that if they do not get a letter telling them what their summer salary will be, then they are not on a list to get paid and to let Debbie know. Also, if any faculty member’s salary on the letter looks incorrect, bring that to the department chair’s attention so the matter can be resolved sooner rather than later. Another topic addressed was grants and the guidelines to use to determine if they should go on the spreadsheet or a PAF. If a faculty member is to be paid from a grant in the summer and it has nothing to do with their summer teacher, a PAF should be used. If they are teaching a class that is to be paid from a grant, that goes on the summer spreadsheet with the account so noted.

 Dr. Hansen shared that Dr. Thornell is hopeful that enough information is fully accurate to be able to distribute funds in January from summer 2010. Dr. Hansen had wondered why it took so long to accomplish what he thought could be handled by Banner but has found that most of the calculations have to be done by hand. Faculty pay is handled from the spreadsheets, the Business Office uses Banner to account for student billing, and PAFs are used to handle overloads and independent studies. There is no electronic merger of this information. Another piece of information to keep in mind when reporting 400/500 level courses on the spreadsheet is to list separately the enrollment of undergraduate and graduate students and report that on the spreadsheet.

 Also discussed during this topic was early scholars and among other things there was a suggestion to keeping spring and fall procedures status quo but in the summer, only allowing early scholars to register after UNA students. The purpose of this suggestion is that during spring and fall, departments work with high schools to get students into classes to meet their high school slots. During the summer, there is no need for special scheduling.

 Dr. Hansen stated that another item from COAD that he forgot to mention was that when faculty teach graduate courses and have a nine-hour load and then turn around and request an overload at 12 hours, he has a hard time justifying both requests because the purpose of the nine-hour load is to assure time for scholarship opportunities to graduate faculty. There has been a proposal for allowing overloads to be deposited into a departmental professional development accounts. This will be handled on a case-by-case basis by memo. The Department of History and Political Science are currently doing this and it is working well for them and Dr. Hansen wanted the other departments to be aware of this alternative. There was a question as to whether this could be handled the same way for an undergraduate overload and Dr. Hansen responded yes, as long as the faculty member chose this method and was not pressured to choose.

6. **Assessment of General Education Learning Outcomes.** Dr. Hansen again reminded the department chairs that the same learning outcomes are expected of every section of multi-section classes and the department chair is responsible for reporting on the outcomes. In instances of different textbooks being used for the same course, the learning outcomes must be the same. When reporting the learning outcomes, improvements based on the assessment must be reported. He reminded them to articulate the assessment and outcomes.

7. **Proposed Curriculum Change Proposal Form – Draft.** With time running out, Debbie asked if there were any obvious items that needed to be changed and Dr. Smith had one suggestion. Dr. Hansen stated that if anyone else had suggestions, to email them to Debbie and we would continue this discussion at the next meeting.

8. **Other**.

 -Debbie reminded the department chairs that fall grades are due at earlier times this semester – senior grades by 10:00 a.m. on Thursday and all other grades by noon on Friday. Please remember that someone needs to be in the office to answer the phone in case grades are missing.

 -Dr. Olive asked for an update on general education assessment and what part the CAAP data would play in the equation. Dr. Hansen stated that the general education assessment process appears to be departmentalized and it will be up to each department to make that decision, although he hopes that CAAP data will be taken into consideration. Dr. Muse reported that as he has been doing the analysis on this data, it appears we are doing what we should be doing, that CAAP data is where we have the longevity of data, and it looks to him as though we will be good to go.

The meeting was adjourned at 9:19 a.m.

Minutes were submitted to Dr. Hansen on December 7, 2010.

Minutes were approved by Dr. Hansen on December 8, 2010.

Minutes will be submitted for approval to department chairs on February 1, 2011.