**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**October 11, 2011**

The meeting was called to order at 8:00 a.m. on Tuesday, October 11, 2011. 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. Jim Martin for Dr. Gregory Pitts, Dr. Phil Bridgmon, Dr. Larry Adams, Dr. Robert Garfrerick, 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 from September 27, 2011.** The minutes were approved by consensus.
2. **Curriculum Proposals from the Department of English**. Dr. Adams made a motion to change the major core requirement to ensure a breadth and depth of coverage comparable to that provided the by 300-level survey courses in the past and to replace EN 455 W with EN 355W as one of the writing intensive courses that students can take to fulfill their English major core requirements. He also proposed changing the title of the English’s Option I: English to Option I: Literature. The motion was seconded, opened for discussion, and unanimously adopted.
3. **November 4 – First Friday**. Dr. Hansen reported that Josh Woods will be getting a group together to discuss possible activities for the November 4 First Friday in which UNA hopes to have each department’s participation. Thoughts and ideas were discussed. Dr. Hansen asked Debbie to let everyone know when the meeting has been set. [Note: Dr. Hansen got the message at 10:00 p.m. on November 12 before the 9:00 a.m. meeting on November 13 and there was not sufficient time for the departments to be notified.]
4. **November 5 – Preview Day**. Dr. Hansen stated that he hoped all departments would again participate in Preview Day and that this day is considered a successful way to get information out to prospective students and their parents.
5. **Teaching Load Reduction/Professional Development for Graduate Teaching in Spring Semester.** Dr. Hansen reminded the department chairs that September 9 was the deadline for requesting a teaching load reduction or professional development requests for faculty teaching graduate courses for the following spring. If you have faculty that will be teaching graduate courses and will likely request either a reduction or if scholarship/research is not current – professional development, get those requests in as quickly as possible so faculty will know whether the requests have been approved or denied.
6. **Research and Faculty Development Grants.** Dr. Hansen stated that if your department has not sent in the name of a representative for this committee to please do so. He asked if the group liked the idea of a new representative every year or if the terms should be longer and the group liked the idea of the chance to either have a new representative every year or elect the same person every year. There was a question as to whether a member of the committee could also have an application for a grant. It was discussed that this has always been allowed as long as the committee member with the grant recuses themselves while their own application is discussed.
7. **Acceptance of Grants and Contracts for UNA.** Dr. Hansen reminded the group that the only people at UNA that can sign for grant acceptance are Dr. Smith and Dr. Cale. Any grant applications or contracts must be sent to Tonja Blackstone for her to disseminate to the appropriate place for approval.
8. **Student Fees.** Dr. Hansen stated that student fees are collected to support courses and everyone is dedicated to seeing that the monies are used for their intended purpose. The SGA has expressed some concern that this might not always be the case and the deans have been asked to remind departments of the importance of this matter. This topic led to discussion among this group on the frustration of money saved from last year not having been rolled over yet along with lab fees not being released yet which leaves departments that need to buy supplies and have access to this money.
9. **Report from COAD.** Dr. Hansen reported that the COAD met yesterday and the following topics were discussed:

-Stephen Putman discussed IT issues and of special interest – wireless network replacement and old Gateway Profiles will be replaced and student labs will be moving to virtual desktops.

-Guidelines and rubrics for promotions were discussed. During the department chair discussion, it was questioned whether university guidelines were looked at or whether department guidelines were more important. Larry Adams stated that the committee was trying to level the playing field. There were questions as to what the committee finds when looking at portfolios and they also questioned where Faculty Senate minutes are posted. It was suggested that Darlene Townsend be contacted to find these answers. Craig Robertson asked if departments without graduate programs were at a disadvantage and expressed the hope that the committee takes into account the important role of service departments.

-Transient coursework was discussed and the deans were asked to look at the advantages and disadvantages of allowing dean approval to be optional but students could run the risk of non-acceptance of transient work. There were comments from the department chairs that they want transient approval to be approved and some effort made on the student’s part.

-For credit courses in Continuing Education will probably be a thing of the past or if special circumstances require offering for credit, department chair/dean signatures would be required before the course could be offered.

1. **Other.**

Bob Garfrerick wanted this group to be aware that as Chair of the Curriculum Committee, he is seeing curriculum proposals being brought to the committee that have not been vetted by department chairs in any college. The co-op program was specifically mentioned although the course carries no credit.

Richard Hudiburg brought up students being administratively withdrawal from courses but continuing to come to class. Other faculty shared with him that the student’s name would appear in red on the class roster while in jeopardy but the name would return to blue when the financial matter had been taken care of and that some had already received written notification when the matter was taken care of.

The meeting was adjourned at 9:21 a.m.