**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**November 29, 2011**

The meeting was called to order at 8:00 a.m. on Tuesday, November 29, 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. 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 November 8, 2011.** The minutes were approved by consensus.
2. **Graduate Curriculum Proposal from the Department of History and Political Science**. Dr. Maynard made a motion to add a new graduate course, HI 603 *Teaching Methodology* (3), for the benefit of both their own master’s degree students as an elective and to help the College of Education meet State guidelines that require a methods course in the discipline at the graduate level. The motion was seconded, opened for discussion and unanimously adopted.
3. **Class Cancellations before Holidays.** Dr. Hansen had received an email from Dr. Kittle asking that this topic be discussed. Student absences were discussed as well as the policy that passed both the Faculty Senate and the SGA to close the week of Thanksgiving but was not approved by President Cale. When polled today by Dr. Hansen, the majority of department chairs would like to see the University closed for the week of Thanksgiving. Until that time, opinions were expressed that the current policy needs to be enforced and leadership from everyone [President, VPAA, deans, and department chairs] should make it clear. Also discussed was the fact that if faculty doesn’t hold classes when scheduled, leave should be submitted.
4. **Guidelines for Faculty Searches.** Dr. Hansen provided a copy of the latest Protocol for External Faculty/Staff Searches to the department chairs and discussion ensued. Concern was expressed regarding the legality of certain aspects of the policy. Dr. Hansen expressed his wish that each search committee continue to have an African American as one of the members as well as continuing to ensure diversity for each department.
5. **GRE Score Concordance**. Dr. Hansen provided the latest Concordance Table from GRE. During discussion he mentioned that this is most important to departments who offer graduate degrees but he knows that all departments counsel students with plans of graduate school. He wanted all departments to be aware of the new numbers and also mentioned that now would be a good time to look at past performance of their graduate students and see if admission standards need to be tweaked for the graduate programs. He reminded the departments with graduate programs to make sure the catalog information is updated with maybe both the old and new GRE numbers.
6. **Faculty Credentials and Access Database.** Debbie shared with the group the intent for each department to keep their faculty database current and be able to merge the Access database with the FCC form in Word. Training will begin in January and the databases will be sent to the departments during the same time period.
7. **Report from COAD**. Dr. Joy Borah represented Dr. Hansen at the November 21 COAD meeting and reported that the following items were discussed:

-Housing of Credit for August Nursing Study Abroad program

-Transfer Credit Approval from Non-Accredited Institution (considered was transfer credit from Pensacola Christian College and because the school is a candidate for accreditation, in this case, transfers credit was given.) In the future, if such requests are made, decisions will be on a case-by-case basis.

-Active Suspension Language. By consensus, the COAD approved a slight editorial change to the wording of the policy.

-Residency Requirement for Graduation. The COAD made additional proposed revisions to the Residency Requirement and will discuss it again at the next meeting and then send the proposed policy revision to the Shared Governance Executive Committee.

-Criteria for Academic Affairs Teaching Award/Research Award. By consensus, the criteria were revised to make them less cumbersome.

-Course Evaluation Options. Dr. Luna was asked to continue research on options for course evaluations.

-Five-Year Departmental Data Report. Dr. Luna will run this year’s Five-Year-Departmental Data Report with fees included. Because this is the first year that the Business Office has been able to isolate these fees, some departments will show a dramatic increase in credit hour production and these significant changes will be footnoted in the report. Discussion among the department chairs included a request from Dr. Adams to Dr. Hansen to address the large number of non-credit bearing sections taught in the Department of English and how those will be addressed in the data.

-Creative Course Scheduling/Retention. Discussion included the idea that lifestyles of students are very different now and UNA should respond to those needs. Dr. Luna was asked to produce a report outlining the withdrawal rate of early morning classes and the number of courses offered each day and the enrollment in each.

1. **Other.**

-Dr. Bridgmon stated he would like for UNA to look at considering tenure and promotion together rather that the current timeline.

-Final exams and the need for all faculty to follow the published exam schedule, with no final exams given early to entire classes or on Study Day was discussed and endorsed by Dr. Hansen.

-Dr. Muse stated he would like the definition of a standard semester. Dr. Hansen gave him information from one of his former colleges of 2,450 minutes including the final. Dr. Hansen also stated that this was not a magic number and considering how many courses are taught in a four-week period in the summer really complicates any formula.

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