**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**November 8, 2011**

The meeting was called to order at 8:01 a.m. on Tuesday, November 8, 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 October 25, 2011.** The minutes were approved by consensus.
2. **Lisa Keys-Mathews on QEP**. Dr. Keys-Mathews, QEP Director, shared with the group a status update, timeline, and a request for help. Lisa shared that the first draft of our Quality Enhancement Plan was read by our SACS vice-president and based on feedback, work continues on the second draft. Our QEP is based on research literacy and is entitled, *Building Success through Discovery*. She announced that a meeting for faculty and staff will be held on Wednesday, November 16 at 3:30 p.m. in the Performance Center. There will be two meetings for students, the first on Wednesday, November 16 at noon with free pizza and tee-shirts, and Thursday, November 17 at 2:00 p.m. with snacks and free tee-shirts. She asked for the department chairs’ help in spreading the word to their faculty of the importance of students attending one of these meetings. If they could offer extra credit for attending that would be great. If sign-up sheets are needed, they can let Dr. Keys-Mathews know and she will have these available. The SACS team will be on campus February 28 – March 1 and will spend the first day looking to make sure we are in compliance. The second and third days will be spent on the QEP. It is very important that students, staff, and faculty attend these meetings to be familiar with the QEP and know their roles in how this will affect them.

Dr. Keys-Mathews shared that there are now four learning outcomes for the QEP and one of the main focuses is how to assess these student learning outcomes. It has been determined that the EN 112 composition courses will be used to gather base-line data and then tracking will continue in Levels 1, 2, and 3 as determined by individual departments. There were questions on how the data would be collected from departments (digital reporting straight into a database), when does the process begin (fall 2012), and who would help support students in this process (in the future there are plans for a space in the new student and academic building for a student success center to mentor both faculty and students in research endeavors). She stated that beginning in January, she will be visiting each department to discuss the department’s framework and make sure all faculty understand their part in the QEP. She again stressed the importance of encouraging all students, staff, and faculty to attend the meetings next week.

After Dr. Keys-Mathews left, Dr. Hansen asked the department chairs to share with their faculty and staff the importance of attending these meetings and to ask the faculty to announce the meetings to their students.

1. **Departmental Guidelines for Tenure and Promotion**. Dr. Hansen asked departments to make sure they have written guidelines for not only evaluation of faculty, but tenure and promotion guidelines, as well. He, as dean, will have to reconcile equity among the sixteen departments within a reasonable range. The guidelines will then have to go to Dr. Thornell for a university-wide reconciliation. The plan is for these guidelines to be used for faculty applying for tenure in 2012. Dr. Hansen stated that it is extremely important that faculty be involved in the confirmation of each department’s guidelines. He stated that each department can begin with what they already have in place. They will review it and either confirm by vote of tenured faculty or make changes to the guidelines. He instructed them to look at the Faculty Handbook for the most current language and use that as a guide. The guidelines should address the three areas of teaching, scholarship, and service as it relates to your department. Dr. Hansen expressed his hope that this process does not level downward expectations. He will have to see what comes out of the departments. He asked that department chairs send a copy of their department’s guidelines to him with a copy to Debbie by email and a paper copy of the cover sheet that he will design and send to each department chair. The deadline for department chairs to send these guidelines will be December 2. During discussion, concern was expressed on changing the rules for faculty going through the next tenure process. They asked that when the cover sheet is sent to them, to please include a carefully worded email from the dean that they can share with their faculty. Dr. Hansen stated that when he is looking at these guidelines, his charge is to ensure some level of uniformity.
2. **Course Evaluation Process**. Dr. Hansen reported that Dr. Luna has expressed concern that their Scantron machine is old and the burden of processing 16,000 evaluations might push the machine over its capacity. Dr. Hansen asked the group for their ideas on alternate ways these evaluations could be processed. Dr. Maynard shared a function in Angel that could be used. Dr. Adams and Dr. Hudiburg expressed concern if evaluations were made to be mandatory. There was no action taken on this item, just discussion.
3. **Report from COAD.** Dr. Hansen reported that the COAD met yesterday and the following topics were discussed:

-Stephen Putman discussed IT issues. There will be 50 new HP machines placed around campus, starting in Willingham Hall. If any other departments have special issues that require their machine to be placed at the top of the replacement list, please email Dr. Hansen with a copy to Debbie stating the who, what, and why of the request(s).

-Retroactive withdrawal policy was discussed and clarifying language is currently in progress.

-The deans are assessing the current residency/upper level course requirement language in the catalog.

-There was discussion based on a 1987 memo from Dr. Joe Thomas and the department chairs were reminded that administrative assistants are not to administer tests, collect papers, show videos, etc. Faculty should ask other faculty to do these types of things for each other.

-The 25% and 50% threshold for online courses was discussed and department chairs are asked to keep in mind where their department is in its online offerings each semester.

1. **Other.**

The meeting was adjourned at 9:25 a.m.