**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**September 15, 2011**

The meeting was called to order at 8:00 a.m. on Thursday, September 15, 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. Claudia Vance for Dr. Craig Christy, Dr. Bill Strong, Dr. Christopher Maynard, Dr. David Muse, LTC Michael Snyder, Dr. David McCullough, Dr. Richard Hudiburg, Dr. Joy Borah, and Dr. Craig Robertson. LTC Wayne Bergeron also attended the meeting. Debbie Tubbs took the minutes.

1. **Approval of Minutes from July 27 and August 30, 2011.** Debbie noted that the August 30 minutes had been amended to show that Dr. Strong attended the August 30 meeting. The minutes were approved by consensus.
2. **Informational Item.** PY 350 – Psychology of Adult Development and Aging – change offering from fall, even numbered years to offered on sufficient demand. PY 385 – Cognitive Psychology – change offering from fall to offered on sufficient demand.

3. **COAD**. Dr. Hansen reported from the COAD meeting yesterday that the following topics were discussed:

 -Service Learning and the possibility that the Service Learning Work Group be developed into a university committee through Shared Governance.

 -CO-OP Education Proposal at the UCC and GC.

 -Farewell to Randy Horn.

 -Federal Work-Study Monies. Dr. Thornell is trying to bring a rational, objective element to the distribution of these monies. The objective is to provide $2,871 that will allow a student to be paid $7.25 per hour for either 12 hours per week for 33 weeks or 15 hours per week for 30 weeks. If a department can demonstrate a need for additional funds, please let Dr. Hansen know.

 -Recent PEEHIP Announcement. Because of the significance in the changes announced, the email will be resent to the campus and a representative will be available to meet and answer questions.

 -Academic Honesty Policy is still being worked on and going through the appropriate channels.

 -Quality Assurance in DL Courses. Dr. Calhoun will draft a proposal that Dr. Thornell will submit to the Shared Governance Executive Committee.

 -Steve Smith said to plan for the budget to roll-over subject to proration.

 -It was confirmed that 95% is the new norm for return of lab fees to departments – with the other 5% going to bad debt write off.

The meeting was adjourned at 9:26 a.m.