**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. **Curriculum Proposals from the Department of Mathematics**. Dr. Muse made a motion to add MA 147\* to the list of approved general education program mathematics courses at UNA. The asterisk indicates that the “course may not transfer for general education program credit.” The motion was seconded, opened for discussion, and unanimously adopted.

Dr. Muse made a motion to change the prerequisite for MA 147 to now read as “minimum ACT mathematics score of 22 or MA 100, 110, 112, or equivalent. The motion was seconded, opened for discussion and unanimously adopted.

Dr. Muse made a motion to change the course prerequisites for MA 105 to no prerequisites. He explained that currently the prerequisites were a minimum ACT mathematics score of 16 and one unit of high school algebra or satisfactory completion of MA/CS 099. The motion was seconded, opened for discussion and unanimously adopted.

Dr. Muse made a motion to change the course description of MA 099 so that the first sentence of the course description now reads as “A noncredit course in basic mathematics and introductory algebra required of all students with scores of 15 or below on the ACT Mathematics Subtest whose major requires MA/CS 112.” The motion was seconded, opened for discussion and unanimously adopted.

1. **Curriculum Proposals from the Department of Music and Theatre**. Dr. McCullough made a motion to add piano (MU 112-412) as an acceptable area of applied music within the Instrumental Music P-12 curriculum and to add piano (MU 112-412) as an acceptable area of applied music with the curriculum of the BA/BS with major in music, Option IV: Instrumental Music. The motion was seconded, opened for discussion and unanimously adopted.

Dr. McCullough made a motion to change the course description of MU 100 to more accurately describe the course [*An accelerated introductory course intended to prepare music students for college-level study in the field of music theory*]. The motion was seconded, opened for discussion and unanimously adopted.

Dr. McCullough made a motion to change the course numbers of Vocal Diction I and II from MU 395 and MU 396 to MU 195 and MU 196 so that students receive instruction in vocal diction before the junior level of study. The motion was seconded, opened for discussion and unanimously adopted.

Dr. McCullough made a motion to change the practicum requirement for BA/BS degree with a major in music, Option I: Commercial Music from ENT 495 to MU 495. The motion was seconded, opened for discussion and unanimously adopted.

1. **Curriculum Proposals from the Department of Geography**. Dr. Strong made a motion to change the course description of GE 390 [*This course is concerned with cities and neighborhoods with a particular focus on form and function. The course explores aspects that make American cities and neighborhoods distinctive and how these distinctive identities evolve. After exploring the evolution of cities in the US, students learn about the internal spatial structure of and the functional linkages within and between American cities. At the end of the course, students can identify and explain political, economic, social, cultural and technological forces that cause American cities to prosper, stagnate, or decline*.] The motion was seconded, opened for discussion and unanimously adopted.

Dr. Strong made a motion to inactivate the course GE 310 to make way for a new course, GE 420 (3) Principles of Urban and Regional Planning that will enable them to offer the course at the 400/500 level. The motion was seconded, opened for discussion and unanimously adopted.

Dr. Strong made a motion to change the credit hours from 3 to 4 for GE 384 and GE 454 with a change in course description for GE 384. The motion was seconded and during discussion Dr. Strong explained that the additional time will afford students more time for hands-on lab activities and one-on-one interaction with the professor for more in-depth and individualized learning. The motion was unanimously adopted.

1. **Curriculum Proposals from the Department of Communications**. Dr. Pitts made a motion to change the name of the Integrated Communication concentration within the BA/BS in Mass Communications back to Public Relations. The motion was unanimously adopted.

Dr. Pitts made a motion to create a new minor in Broadcast Journalism (21 hours) and the motion was seconded, opened for discussion and unanimously adopted.

Dr. Pitts made a motion to create a new minor in Mass Communications (18 hours) and the motion was seconded, opened for discussion and unanimously adopted.

Dr. Pitts made a motion to create a new minor in Public Relations (18 hours) and the motion was seconded, opened for discussion and unanimously adopted.

1. **Curriculum Proposals from the Department of Criminal Justice.** LTC Bergeron made a motion to propose a new minor (18 hours) and new certificate program (12 hours) in Security and Emergency Management. He explained that this minor will explore the increasingly relevant areas of Homeland and National Security as well as the concepts of the discipline of emergency management and might also be attractive as an area of concentration in the BIS program. The motion was seconded, opened for discussion and unanimously adopted.

[For posterity – the following new courses were approved: SEM 250, SEM 255, SEM 310, SEM 350, SEM 405, SEM 406, SEM 460, SEM 495 and SEM 497. The following existing courses will apply to the new curriculum: CJ 295, CJ 405, and CJ 406.]

1. **Curriculum Proposals from the Department of History and Political Science.** Dr. Maynard made a motion to change the course prerequisites for history to now read as “Survey of World Civilization (101 and 102) or United States History (201 and 202) is a prerequisite to all 300 level courses. History 301W is a prerequisite to all 400 level courses.” The motion was seconded, opened for discussion and unanimously adopted.

Dr. Maynard made a motion to renumber a list of courses from 400-level to 300-level to reflect actual content and scope of course and to bring departmental curriculum in line with research literacy framework. For courses cross-listed at 500-level, graduate course will be deleted if this proposal passes. The motion was seconded, opened for discussion and unanimously adopted.

Dr. Maynard made a motion to delete a list of 500 level courses and the motion was seconded, opened for discussion and unanimously adopted.

[For clarification on the last two motions, please see the attachment that Dr. Maynard provided to the department chairs.]

Dr. Maynard made a motion to add three new courses, PHL 340 (3) Metaphysics, PS 450 (3) Contemporary Political Philosophy (cross-listed with PHL 450), and RE 370 (3) Prophets of the Hebrew Bible. The motion was seconded, opened for discussion and unanimously adopted.

1. **Dr. Kittle – Departmental Criteria for Promotion/Tenure.** Dr. Kittle expressed his concern with the watered down wording of the Promotion/Tenure policy that is currently going through Faculty Senate and wanted to know if departmental criteria could still be followed. Dr. Adams stated that it was never the intent to do away with departmental criteria and Dr. Webb stated that the policy was intended to bring everybody up to the same level of expectations. Dr. Hansen passed around a handout of the draft 3.5 Criteria for Promotion, Tenure, and Appointment.
2. **Reimbursement for Telecommunications while Traveling**. Dr. Hansen passed out a handout of page 4 of the new travel policy and referred attention to item 7f requiring internet/telephone usage approved by the employee’s supervisor. He didn’t know if this would require a memo or a note on the receipt and Dr. Webb stated she chaired the committee and the intent was for the supervisor to initial beside the charge on the receipt showing approval.
3. **Report from COAD.** Dr. Hansen stated that with time running out that he would carry over this report to the next meeting.
4. **Other.**

-Chris Maynard announced that Dr. Tom Osborne would be the speaker for tomorrow’s Constitution Day speech at 9:00 a.m. in Wesleyan Hall Auditorium.

-Bill Strong announced that the Department of Geography was hosting their Alumni Conference on the afternoon of September 22 and all day on September 23. The speaker will be the Vice President of National Geographic and he invited everyone to attend.

The meeting was adjourned at 9:31 a.m.