**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**September 27, 2011**

The meeting was called to order at 8:02 a.m. on Tuesday, September 27, 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 September 15, 2011.** The minutes were approved by consensus.
2. **Curriculum Proposal from the Department of Music and Theatre**. Dr. McCullough made a motion to change the course title of MU 108-408 from Opera/Music Theatre **to** Opera/Musical Theatre and change the course description to more accurately reflect course content. The motion was seconded, opened for discussion, and unanimously adopted.

Ms. Chen brought up the fact that MU 408 may be repeated more than once with departmental approval and that could cause problems with student financial aid because a course may only be repeated once with federal financial aid. After the second repeat, a student must pay for the course themselves.

1. **Curriculum Proposals from the Department of Art**. Ms. Chen made a motion to accept the packet presented and the motion was seconded. During discussion Ms. Chen explained that because of the Federal mandates on repeating courses, they are assigning separate course numbers and course titles to their formerly repeatable courses in ceramics, painting, sculpture and photography.

-Replace AR 451 Advanced Ceramics with a sequence of six courses:

AR 451 (3) Form and Content Experimentation in Ceramics

AR 452 (3) Personal Form Investigation in Ceramics

AR 453 (3) Form and Content Development in Ceramics

AR 454 (3) Advanced Form and Content Development in Ceramics

AR 455 (3) Professional Skill Development in Ceramics

AR 456 (3) Final Portfolio Preparation in Ceramics

-Replace AR 442 Advanced Painting with a sequences of six courses: [original proposal was for AR 442, 443, 444, 445, 446, and 447 but after speaking with the Registrar’s Office, the course numbers were changed as follows]

AR 434 (3) contemporary Painting Overview

AR 435 (3) Selected Studies in Contemporary Painting

AR 436 (3) Non-Traditional Materials and Methods in Painting

AR 437 (3) Personal Style and Content in Painting

AR 438 (3) Professional Development in Painting

AR 439 (3) Exhibition Practicum in Painting

-Revise BFA in Photography concentration requirements as follows: [original proposal was for AR 401, 402, 404, and 405 but after speaking with the Registrar’s Office, the course numbers were changed as follows]

Inactivate AR 401 Advanced Photography

AR 402 (3) Medium Format Film Camera

AR 403 (3) Documentary Landscape in Photography

AR 406 (3) Thematic Portfolio in Photography

Add AR 404 (3) Narrative Photography to BFA in Photography concentration requirement

Substitute AR 402

-Replace AR 491 Advanced Sculpture with a sequence of six courses:

AR 491 (3) Form and Content Experimentation in Sculpture

AR 492 (3) Personal Form Investigation in Sculpture

AR 493 (3) Form and Content Development in Sculpture

AR 494 (3) Advanced Form and Content Development in Sculpture

AR 495 (3) Professional Skill Development in Sculpture

AR 496 (3) Final Portfolio Preparation in Sculpture

-Replace AR 401 with three separate courses:

AR 401 (3) Medium Format Film Camera

AR 402 (3) Documentary Landscape in Photography

AR 405 (3) Thematic Portfolio in Photography

Add AR 404 (3) Narrative Photography to FBFA in Photography concentration

Change existing course number AR 405 Alternative Process in Photography to AR 403

Substitute AR 402 Documentary Landscape in Photography for AR 401 Advanced Photography in the

Photography Minor

-Proposal to inactivate AR 235 Lettering I.

-Proposal for new course, AR There was a friendly motion to amend the course fee from $30 to $50 in order to possibly provide cameras in the future and the friendly amendment was accepted.

During discussion concern was expressed that the Registrar’s Office might have issues with changing current course numbers to different titles within the concentration and it was agreed that Ms. Chen could talk with the Registrar and make course number adjustments as needed. The motion was unanimously adopted.

1. **Curriculum Proposals from the Department of Geography**. Dr. Strong made a motion to bring GE 554 Remote Sensing in line with the GE 454 counterpart by changing the credit hours from 3 to 4 and revising the course description to include the new content. The motion was seconded, opened for discussion and unanimously adopted.
2. **Report from COAD.** Dr. Hansen reported that the following topics were discussed:

-Diorama and format for faculty pictures

-Craig Robertson discussed Prior Learning Assessment (PLA) and the deans agreed to endorse a pilot with incoming BIS students.

-Independent study pay for faculty

-With the merger of Computer Science and Computer Information Systems, a new name for the department is being discussed.

-The policy on student withdrawals during the W period was discussed and more guidelines are being considered.

-Due to Federal regulations, an extra box is going to be added to the grading system which will require the last date a student attended if they dropped the course. For on-line courses, the date should be the last day for any on-line activity.

-Transient approval current policy was looked at and will either be affirmed or amended.

-Faculty development and research grant monies will be made available for 2011-2012. There will be a couple of changes in the language and these changes will go to the Faculty Senate for approval.

1. **Other.**

There was a motion that the University study the general education program with special emphasis on the mathematics requirement that was seconded, discussed, and unanimously adopted. During discussion it was mentioned that specific to each program there could be additional math requirements, but that each department should consider what level of math would be sufficient for the general education program. The area of fine arts was also mentioned as an area that needs to be scrutinized.

Dr. Hansen asked each department to look at Area V and eliminate reference to it in each department’s catalog sections if feasible.

Dr. Hudiburg expressed concern with textbook publishers not providing textbooks for review but rather going to digitized editions with either time limitations or chapter limitations.

Dr. Adams stated his department is interested in deactivating 099 courses and wanted to know if there would be opposition to the proposals. Dr. Hansen said he would do some investigating and let him know.

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