**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**October 16, 2012**

The meeting was called to order at 8:06 a.m. on Tuesday, October 16, 2012. 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, Mr. Wayne Bergeron, Dr. Larry Adams, Dr. Robert Garfrerick, Dr. Claudia Vance, Dr. Francis Koti, Dr. Christopher Maynard, Dr. Cindy Stenger, LTC Mike Snyder, Dr. David McCullough, Dr. Brenda Webb, Dr. Richard Hudiburg, Dr. Joy Borah, and Dr. Jerri Bullard. Debbie Tubbs took the minutes.

1. Approval of Minutes from October 2, 2012. Dr. Hudiburg noted that the change in Psychology referred to the major, not the minor. With that amendment, the minutes were approved by consensus.

2. Informational Items:

 -AR 487W - changed from spring to fall

 -AR 385W changed to fall, spring, even-numbered years

 -By email business for the Department of Music and Theatre: Option I: Commercial Music changed title to Option I: Music Business

3. Curriculum Change Proposal from the Department of English - Withdrawn

4. Curriculum Change Proposals from the Department of Criminal Justice

 -Certificate proposal. Mr. Bergeron proposed the creation of a new graduate certificate in Security and Emergency Management – seconded, opened for discussion, and adopted.

 -SEM 500 *Foundations of Homeland Security and Emergency Management*. Mr. Bergeron proposed a new foundation course for MPS students in the Security and Safety in the Leadership concentration - seconded, opened for discussion, and adopted.

 -SEM 505 *Terrorism and Terrorist Operations*, SEM 506 *Disaster Response and Recovery*, SEM 560 *Homeland Security Seminar and Exercise*, SEM 595 *Internship/Practicum in Security and Emergency Management*, SEM 597 *Special Topics in Security and Emergency Management*. Mr. Bergeron proposed that selected 400 level security and emergency management courses be elevated to 500 level graduate courses with additional material and requirements commensurate with a graduate level course - seconded, opened for discussion, and adopted.

5. Curriculum Change Proposals from the Department of Communications

 -COM 457 *Storytelling*. Dr. Pitts proposed a new course that will be taught in tandem with the Storytelling Festival – seconded, opened for discussion, and adopted.

 -COM 470 to *Media Management and Diversity*. Dr. Pitts proposed revision of the title and course description and the addition of a course fee – seconded, opened for discussion, and adopted.

6. Curriculum Change Proposals from the Department of Biology

 -BI 305. Dr. Kittle proposed a revision in prerequisites to add BI 200W to the list - seconded, opened for discussion, and adopted.

 -BI 411 to *Coastal Wetlands Ecology*. Dr. Kittle proposed a revision in course title - seconded, opened for discussion, and adopted.

7. Curriculum Change Proposals from the Department of History and Political Science

 -Computer literacy requirements for the history, political science, and social science majors (HI 301W and PS 301W). Dr. Maynard proposed revising the computer literacy designation to HI 301W for the History and Social Science Major and to PS 301W for the Political Science major - seconded, opened for discussion, and adopted.

8. Math Paths. Dr. Hansen asked Debbie to distribute two handouts that clarified the three math paths (calculus path, statistics path, essential skills path) and he said that Dr. Stenger and her colleagues have done a superb job of making these paths clear. He stated the importance of all advisors becoming familiar with these paths to help incoming freshmen this summer. He asked department chairs to look at their programs and make decisions regarding which path would be most appropriate for your department and be thinking about the next round of catalog changes. Advisors will need to be able to direct students to the math course(s) that are best for their major/minor/option.

9. Checking Eligibility for Promotion. Dr. Hansen started the discussion by sharing that every fall at least one faculty member starts the promotion process and gets as far as submitting a portfolio only to discover that he/she does not meet requirements for appropriate cumulative experience and that there is a new time in rank requirement. He reminded the group that to apply for associate professor, candidates must have completed eight or more years of appropriate cumulative experience and to apply for full professor, candidates must have completed twelve or more years of appropriate cumulative experience.

 a. “appropriate cumulative experience” – Dr. Hansen asked Debbie to distribute a handout with a sample Faculty Salary Calculation sheet marked to show which areas on the sheet should be added together to confirm whether a faculty member has the appropriate cumulative experience as calculated by the VPAA’s office.

 b. years in rank. He reminded the department chairs that the Faculty Handbook now specifies that faculty must have served in current rank for three years before being eligible for promotion to the next rank.

 He asked that department chairs confirm from the personnel file that the appropriate time in rank has been served and the correct appropriate cumulative experience has been entered before forwarding the promotion portfolios to him. He noted that candidates can no longer count the experience between when applying for promotion and when the promotion occurs.

10. Websites/Portal Printing. Dr. Hansen has corresponded with Josh Woods and confirmed that Web Lions for each department will be the initial contact person for the Portal Printing.

11. Report from 10-15-12 COAD Meeting. The following items were discussed:

 -old Gateway computers have now been replaced for faculty and staff and they are now working to update adjunct and student worker computers

 -Banner hardware is approaching the end of its useful life expectancy and we will change over to the virtual use of Linux

 -newer computer may be missing the security star icon on desktop screens and if you notice your desktop does not have this icon you can contact IT and they will send someone to add it to your screen

 -IT needs to hear from you if you are experiencing any VOIP problems

 -service learning criteria and characteristics are still in discussion

 -CIP codes [Dr. Hansen stated he hopes our college can work with the Registrar’s Office to make sure our codes are correct]

 -Alaina Patterson discussed the Common Read

12. Other

 -classroom computer glitches were mentioned

 -a question regarding planning for staff positions and whether those positions had to go through the same planning as faculty positions

 -new vice president position

 -evaluations or lack of evaluations on some positions are on the Faculty Senate agenda

 -Dr. Kittle would like the topic of submission of promotion portfolios in electronic form to be placed on a future agenda

Meeting adjourned: 9:38 a.m.