**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**October 2, 2012**

The meeting was called to order at 8:00 a.m. on Tuesday, October 2, 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 September 18, 2012. The minutes were approved by consensus.

2. Curriculum Change Proposals from the Department of Music and Theatre

 -MU 384 – revision of course description – adopted.

 -MU 394 – revision of course description – adopted.

 -Applied Music – revision of course description – adopted.

 -MU 108-408 – revision of course description – adopted.

 -MU 109-409 – revision of course description – adopted.

 -MU 233 – revision of course description – adopted.

 Informational items:

MU 233 Music in World Cultures - change from fall to spring

MU 361 Orchestration and Arranging - change from fall to spring

MU 372 Intro. to Music Technology – change from spring to spring even-numbered years

MU 384 Choral Conducting - change from fall to spring odd-numbered years

MU 394 Choral Techniques - change from spring to fall odd-numbered years

3. Curriculum Change Proposals from the Department of Psychology

 -PY 222 – new course designed as the level 1 course for QEP – adopted.

 -PY 375 – revision of prerequisite – adopted.

 -PY 465W – revision in the major in Psychology – adopted.

 -Psychology Major Change – adopted.

4. Curriculum Change Proposals from the Department of Mathematics

-MA 111- proposed new course for general education – adopted.

-MA 295, 395, and 495 – proposed new courses for undergraduate directed research – adopted.

5. Curriculum Change Proposal from the Department of Physics and Earth Science

 -Delete ES 121 and Revise ES 131title and course description – adopted.

 -ES 133 – proposed new course – adopted.

6. Preparing Curriculum Proposals. Dr. Hansen discussed the importance of curriculum proposals and the need for clarity when preparing these proposals. He suggested beginning each proposal with a verb so the reading audience readily knows what action is requested.

 He and Debbie discussed the need for careful attention to the checkboxes for Revised Faculty Roster Form and the Major’s Course List. For ease of reading, departments are asked to make sure that there are either blank lines between the middles section and what you are proposing or tabulations. Departments are also asked to take out extra lines so that proposals are one page documents (when possible) with attachments. Debbie reminded the group that the form is restricted by password and that password is password. When preparing the form, you can click on the Review tab and look to the far right and click on Restrict Editing – and enter the password there. Once blank lines are added or deleted, you can again enforce protection of the document.

7. Annual Reports and Budget Requests – Chris Maynard. Dr. Maynard reported that the Strategic Planning and Budget Study Committee has passed a resolution that in order for a budget request to be considered, the request must have been a part of the department’s Annual Report for this and next year – identified as a goal. He reminded the group that the Annual Reports tab does not disappear and adjustments can still be made to the Annual Reports.

At this point in the meeting, some members had to leave for their 9:30 classes.

8. Websites and Marketing Materials. Dr. Hansen shared information that Josh Woods presented regarding a new Portal Printing System. The system is similar to the web content management system but is used for printing brochures, postcards, etc. and they hope to go live with this system later this month.

9. Report from COAD – discussion included:

-changing policy to allow students with six hours or less to complete graduation requirements the right to walk in Commencement ceremonies if there are no academic honest issues

 -service learning courses and what characteristics these courses should include

The meeting was adjourned at 9:36 a.m.