**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**November 13, 2012**

The meeting was called to order at 8:00 a.m. on Tuesday, November 13, 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. Bob 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, Ms. Jacqueline Winston for Dr. Joy Borah, and Dr. Jerri Bullard. Debbie Tubbs took the minutes.

1. Approval of Minutes from October 30, 2012. The minutes were approved by consensus.

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

-Revised prerequisites for MU 393 and MU 394. Dr. McCullough made a motion to and the prerequisite of ABI/FBI background clearance to these two courses. The motion was seconded, opened for discussion, and adopted.

3. Curriculum Change Proposals from the Department of Foreign Languages

-Proposed new course – FR 501 - adopted

-Proposed new course – GR 501 - adopted

-Proposed new course – SP 501 - adopted

Dr. Vance made a motion to add these three new courses and the motion was seconded and opened for discussion. She explained that these graduate courses would help graduate students (history and English were specifically mentioned) read foreign languages and technical terms. The motion was adopted.

4. Curriculum Change Proposal

-Modify Area II and Area IV of UNA’s General Education Requirements. Dr. Hansen stated he didn’t expect there to be action on this proposal today but he would like to get discussion started and asked if anyone would make a motion to put this proposal on the table and Dr. Vance made the motion and it was seconded. Various ideas were exchanged and Dr. Adams made a motion to form an intra-college task force to evaluate the general education core and the task force will report back at our April 2, 2013, Department Chair Meeting. At that point this group can bring the original proposal back to the table, amend the original proposal, bring a new proposal, or keep the general education requirements the same.

5. Electronic Promotion Portfolio – Update from Dr. Stenger. Dr. Stenger reported that she sent the Resolution to the Faculty Senate President who forwarded it to the Faculty Affairs Committee and it where the Resolution is now.

6. Continuation of Discussion on Adding Administrative Assistants to the VPAA’s Distribution List. Debbie discussed this with the group and the department chairs, with a voice vote, unanimously approved adding administrative assistants to the VPAA’s distribution list.

7. Report from COAD. The following topics were among those discussed at the November 11 meeting:

-Dr. Thornell has been looking at websites. [Dr. Hansen asked the department chairs to look at their own websites to make sure all information is up-to-date and all links work properly. He also stated he would like to see program check sheets uploaded to each department’s website. He additionally stated he would like for each department to prepare a four-year plan to show students how to plan their schedules in order to complete their degree in four years.]

-Transient Enrollment Policy. Some amendments, such as requiring advisor approval, have been suggested for the policy that was approved last year. There is also an intent is to put transient approval into Banner Work Flow.

-Walking at graduation for students within six hours has been approved as long as there are no mitigating circumstances such as honor offenses and as long as they have already applied for graduation. This approval will come from the department chair to the dean.

-Faculty Development Leave. There was discussion regarding authorizing departments and colleges rather than a university committee to make decisions regarding this type of leave since there are no longer outside monies to fund this type leave.

-General Education Courses

-Communication of Policy Changes to Academic Units. Dr. Hansen stated that as a member of the Shared Governance Executive Committee, he will start forwarding you agendas and minutes from those meetings.

8. Other

-LTC Snyder reported that ROTC, Athletics, fans, and the American Legion raised funds in the amount of $2,800-$3,000 for the Wounded Warrior Project and thanked everyone for their participation.

-LTC Snyder appealed to any department with extra University Work-study funds to please consider transferring said extra/unused funds to his department to continue employment for a ROTC scholarship cadet. He stated he would be glad to swap University funds for Federal funds.

-Ms. Chen discussed the need for a kinder approach to notifying retiring faculty of the checkout procedure.

-Debbie announced that there are two new due dates that have been added to the spring due dates. She also stated that one of the topics on tomorrow’s CAS Administrative Assistant’s Meeting would be their need to claim ownership of due dates. Both she and Dr. Hansen stated that if Debbie didn’t stay on top of this, deadlines would not be met and that is a very important part of their job.

Meeting adjourned: 9:29 a.m.