**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**November 27, 2012**

The meeting was called to order at 8:00 a.m. on Tuesday, November 27, 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, Dr. Yaschica Williams for Mr. Wayne Bergeron, Dr. Larry Adams, Dr. Bob Garfrerick, Dr. Claudia Vance, Dr. Francis Koti, Dr. Christopher Maynard, Dr. Cindy Stenger, Dr. David McCullough, Dr. Brenda Webb, Dr. Richard Hudiburg, Dr. Joy Borah, and Dr. Jerri Bullard. Debbie Tubbs took the minutes. LTC Mike Snyder joined the meeting in progress.

1. **Approval of Minutes from November 13, 2012**. The minutes were approved by consensus.

2. **Curriculum Change Proposals from the Department of Communications.**

-Dr. Pitts made a motion for the following changes and the motion was seconded: Revision of the B.A. and B.S. in Communication Arts and in Mass Communication / Decrease the number of credit hours earned from outside COM from 80 to 72 / Decrease the number of arts and sciences hours from 65 to 53 – note that the 53 hours are part of the 72 hours outside of COM / Delete COM 233 from the Department Core / Add COM 243 to the Department Core and designate COM 243 as the course that fulfills the computer literacy requirement.

-Revision of Film and Digital Media Production concentration by deleting COM 243 (now in core) and requiring six hours of communication electives instead of three

-Combine Broadcast Journalism and Journalism into Journalism: Multimedia (Option I) / Add COM 243 to Journalism Minor / Change Journalism Minor to COM 317 or COM 356 and COM 368 or COM 370 / Delete the Broadcast Journalism Minor

-Rename COM 390 to Public Relations Writing and revise course description / Revise Public Relations concentration by adding COM 390 as a required course / Revise Public Relations elective options to require that students complete two additional three-credit COM electives at the 300/400 level from among department offerings. The proposed changes were explained, discussed, and **adopted**.

-Dr. Pitts made a motion for the following changes and the motion was seconded. Replace COM 256 with COM 205 as the required class for English Language Arts students / Add COM 215 as required course for students in English-Language Arts. The proposed changes were explained, discussed, and **adopted**. [During discussion, Dr. Pitts reported that he had discussed these changes with Dr. Simpson, College of Education and Human Sciences, and Dr. Adams, Department of English]

-Dr. Pitts made a motion to revise the course description for COM 201and the motion was seconded, explained, opened for discussion, and **adopte**d.

-Dr. Pitts made a motion to create a new course, COM 280 (1-3) *Topics in Communication*, and the motion was seconded and explained. During discussion there were questions regarding course fees and special topics courses but discovered other departments have such courses with fees. The motion was **adopted**.

-Dr. Pitts made a motion to create a new course, COM 441 (3) *Creative Audio Production*, and the motion was seconded, explained, opened for discussion, and **adopted**.

-Dr. Pitts made a motion to create a new course, COM 263 (3) *Media and Modern Mythology*, and the motion was seconded, explained, opened for discussion with concerns expressed [12 voted for and 4 against], and **adopted**.

-Dr. Pitts made a motion that the newly created COM 263 be submitted for possible inclusion in Area II Humanities as one of the General Education elective options. The motion was seconded, explained, discussed [4 voted for and 11 voted against], and was **not adopted**.

3. **Print Administrator – Web Lion**. Dr. Hansen provided information on Web Lions that Josh Woods shared and asked department chairs to verify that the names were correct. He also asked each department to provide one name to be designated as the Print Administrator. This will be the contact person for all print materials. Print materials would still have to be approved by both the department chair and the dean. Dr. Hansen asked that the department chairs have this information to Debbie by tomorrow.

4. **Report from COAD**. The following topics were among those discussed at the November 26 meeting:

-Ron Davis floated an idea that was favorably received among the COAD regarding a 3+2 program for engineers. Dr. Hansen asked if anyone had reservations regarding this idea to please let him know.

-Stephen Putnam reported that the VOIP phone project had been completed. Dr. Hansen asked if anyone had not received all phones. LTC Snyder reported that their main office lacked one telephone replacement.

-IT and Shared Governance will be discussing the policy on MACs this week.

-The graduation application deadline was discussed. Dr. Hansen asked this group for volunteers to work with the Registrar’s Office to develop a Work Flow for changing majors. He stated he is looking for people who are familiar with all aspects of what needs to be addressed in making the form in Work Flow because he has been told that once a Work Flow is created, it is very hard to make changes to it.

-First Year Experience – Dr. Hansen encouraged all department chairs, faculty, and staff to attend Rob Koch’s seminar on the proposed University Success Center and First-Year Experience Program.

8. **Othe**r.

-Dr. Hansen asked the chairs or representatives of the seven departments who currently have courses in Areas II and IV plus anyone who is interested, to meet next Tuesday at 8:00 a.m. in our conference room to begin discussion on general education.

-Dr. Koti reminded the group of Dr. Strong’s Retirement Reception on Wednesday at 2:00 in the GUC Loft.

-Dr. Kittle expressed concern at the number of staff positions in Students Affairs and his opinion that more faculty members should be hired.

-Dr. Pitts shared a poster and information on Freedom of Information Act (FOIA) presentations by Dr. Charles N. Davis, University of Missouri, on Monday, December 3 in the Communications Building, Room 131, starting at 3:30.

Meeting adjourned: 9:38 a.m.