**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**September 18, 2012**

The meeting was called to order at 8:00 a.m. on Tuesday, September 18, 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, LTC (Retired) 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 4, 2012. The minutes were approved by consensus.

2. Lisa Keys-Mathews – QEP. Dr. Keys-Mathews updated the department chairs on where we are in the QEP process and where the departments need to be. She stated that one of the items that SACS reported to us was we could not use EN 112 to gather our baseline data. The baseline data will have to come from each department. There are eleven departments involved in the pilot study – Biology, Psychology, Social Work, Geography, Political Science, Art, HPER, Elementary Education, CIS, Management, and Nursing. The other departments, with Lisa’s help, should be working on setting prerequisites and submitting plans (encourages one course per level and one assignment per course), [note: she advises staying away from general education classes and assessing in your own major], designing rubrics, in spring 2013 collecting baseline data, and analyze the data. In fall 2013 they will teach the level one course. During the month of October she will set up appointments with each of department chairs or their designated person. She encourages department chairs to designate a person to handle QEP in each department and discussed non-tenured versus tenured faculty. If departments are not in the pilot, they should consider a three course sequence, establish prerequisites, hold discussions with the faculty teaching these courses and make sure they buy in with this process, start meeting in late fall for level one course and discuss designing a rubric for the one course per level and one assignment per course. She asked if there were questions and Dr. Kittle asked about transfer students. She said that they consider transfer students a given and acknowledge that and run the test data and look at the aggregate score. There was additional discussion regarding the value of not using general education courses as level one courses and the value of a single faculty member teaching that course if possible. Dr. Keys-Mathews stated that the reporting process has not been established yet but will probably be tied to the annual reporting. She stated her new office is on the second floor of the GUC and would love to have drop-ins to answers questions or to give her a call.

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

 -BSM Option II – replace current prescribed supporting courses with TH 110, 220, and 320 – adopted.

 -MU 120-420 – add new series of applied courses for Harp – adopted.

 -MU 319 – add new course, Junior Recital to Option II: Performance – adopted.

 -MU 680 – add new course, Secondary Area Applied Music, to supplement Alt A students – adopted.

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

 -HI 390, PS/RE 411, PS 590 – add new courses, Special Topics, Religion and Politics in the United States, Special Topics – adopted.

 -HI 303 – ABI/FBI background clearance, and HI 490, PS 490, RE 490 - from 1-3 to 3 credit hours and course description changes – adopted.

 -Pre-professional Law – editorial changes and other – adopted.

5. Curriculum Change Proposals from the Department of Mathematics

-MA 099 – remove withdrawal statement – adopted.

-MA 105 – remove reference to logic – adopted.

-MA 147 – revise prerequisite – adopted.

-MA 125, MA 126, MA 127 – revised course descriptions and prerequisites – adopted.

6. Curriculum Change Proposal from the Department of Psychology

 -Minor in Psychology – revise minor – adopted.

7. Curriculum Change Proposals from the Department of Chemistry and Industrial Hygiene

 -CIS 125 addition – Option I (Professional Chemistry)– adopted.

-CH 496, 497, 498 – add new courses to allow for research [with amendment of prerequisites so courses won’t be repeated] – adopted.

 -CH 495 – revise course description – adopted.

8. Curriculum Change Proposals from the Department of English

 -Revised major core – Option I name change and revise major - adopted

 -EN 331/463 – revise course titles and descriptions - adopted

 -EN 350 – add new course – The Bible as Literature - adopted

9. Report from COAD – discussion included:

 -unlimited software licenses

 -transient enrollment policy

-commencement committee considering allowing students to walk in ceremony if within six hours

-annual reports and budget requests (asked Chris Maynard to discuss this at our next meeting)

10. Other

 -Dr. Koti asked if allowing students to walk included graduate students

-Dr. Adams asked if Workflow could be programmed to include the department where the course is housed in the approval process

 - Dr. Hudiburg commented on FERPA as it appears not to apply to graduate students

 -Dr. Kittle asked about RSA email and how it affects summer school pay

The meeting was adjourned at 9:16 a.m.