

Department Chair Meeting Minutes

College of Arts and Sciences

December 2, 2014

The meeting was called to order by Dr. Carmen Burkhalter. Those present were: Dr. Carmen Burkhalter, Dr. Christopher Maynard, Dr. Yaschica Williams, Dr. Francis Koti, Dr. Bob Garfrerick, Dr. Jeffrey Bibbee, Dr. Claudia Vance, Dr. Brent Olive, Dr. Greg Pitts, Dr. David McCullough, Dr. Jerri Bullard, Ms. Chiong-Yiao Chen, Dr. Tom Haggerty, Dr. Richard Hudiburg, Dr. Cindy Stenger, Dr. Cynthia Burkhead, and Dr. Joy Borah, Dr. Brenda Webb, and Mr. Ray Atencio (proxy for LTC Cochran Pruett).

1. **Approval of Minutes from November 11.** The minutes were approved by consensus.
2. **Success Networks:** Dr. Burkhalter reported on a recent meeting with Matthew Little, Director of the First Year Experience program. Mr. Little discussed a social media program for students that is through the Beacon system. There are faculty leaders for different “success networks.” The program will be looking for faculty to volunteer to be faculty leaders. Dr. Burkhalter is investigating whether there will be funds for faculty members to host events, such as an informal dinner, for their success groups.
3. **COAD Report:** Scott Infanger, President of the Faculty Senate, brought a proposal to COAD about reappointment at the faculty rank. It was sent back to the Faculty Senate with some language suggestions. COAD will conduct a January work session where they will review the promotion and tenure language. If Chairs have any thoughts on the language, please email them to Dr. Burkhalter.
4. **Final Exam Block Scheduling:** Dr. Maynard discussed the fact that the Math department would like to have final exam block scheduling for classes with multiple sections. Departments indicating an interest in block scheduling include Communications, Math and Art. Dr. Burkhead mentioned that English has a problem with final exams, since some English classes meet at odd times, such as 7am, and are not included on the final exam schedule.
5. **Study Abroad:** Dr. Maynard reminded Chairs that there is a Short-Term Teaching Abroad Proposal Form that needs to be submitted to the Dean’s office before winter break. Once student deposits are submitted, Dr. Maynard will review proposals to see if there are enough deposits for the trip to be viable. Chairs should submit student deposit numbers to Dr. Maynard by January 20, 2015.
6. **Summer School:** Dr. Maynard asked Chairs to compile a summer school budget request in Excel. It should include projected enrollments based on previous summer enrollments. Submit the spreadsheets to Dr. Maynard by January 30. Starting next year, this deadline will move to the fall, since summer schedules will be planned earlier.
7. **Adjuncts, Overloads, EPAFs:** Dr. Maynard needs each Chair to submit a report of anything their department will create an EPAF for in the spring semester. This afternoon, he will email the chairs a template to use. Responses are due to Dr. Maynard by December 10. This will allow Dr. Maynard to look at expenses vs. the budget and make any necessary adjustments. If chairs have any additions after submitting their reports, please contact Dr. Maynard.

8. **Outreach Report:** Dr. Burkhalter is preparing an Outreach Report to submit to President Kitts when he starts on March 30. It will include outreach conducted by A&S departments, including outreach to schools, community colleges and community groups.
9. **A&S Committee Updates:** Dr. Olive reported that the Awards Committee has submitted their proposal for an A&S Awards Program. Dr. Hudiburg reported that the By-Laws committee will have their second meeting in January. Dr. Maynard reported that the Graduate Committee is looking at areas to standardize. They have already standardized the deadline dates. The Curriculum Committee will meet again December 4 to review undergraduate and graduate curriculum proposals.
10. **Upcoming Dates:** Regalia Day will be December 3. The A&S Holiday party will be December 11 at The Mane Room from 4:30 –6:30 and an after party at Singing River Brewing Company. There will be a Department Chair workshop February 3, 8-9:30 a.m. in the Bibb Graves Board Room.