

## Department Chair Meeting Minutes

### College of Arts and Sciences

November 11, 2014

The meeting was called to order by Dr. Carmen Burkhalter. Those present were: Dr. Carmen Burkhalter, Dr. Chris Maynard, Dr. Yaschica Williams, Dr. Francis Koti, Dr. Bob Garfrerick, Dr. Jeff 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. Cynthia Stenger, Dr. Cynthia Burkhead, and Dr. Joy Borah, Brenda Webb, MAJ. William Pruett.

1. **Approval of Minutes from October 28.** The minutes were approved by consensus.
2. **SVRI:** Departments need a plan to move forward if people retire. President Thornell has indicated that some positions will be held for 24 months until the University's debt is paid.
3. **COAD Report:** COAD has discussed the possibility of abandoning the salary schedule. The issue would go from COAD to the Shared Governance Committee and the Faculty Senate.
4. **Preview Day Debrief:** Dr. Calhoun and Dr. Thornell would like feedback on Preview Day. There was discussion about the need for better crowd control. Chairs were frustrated that the event was so crowded that departments could not get follow-up information from prospective students. The need for a printed floor plan of the booths and better signage throughout the event was also discussed. Dr. Burkhalter indicated that there will be a spring "Preview Day" in Huntsville because it's outside of the 50-mile radius of the official Preview Day.
5. **Advising:** Chairs are reminded that students will be calling departments with questions during the advising period. Please make sure there is someone to answer the department's phone who can answer general questions.
6. **SACS 5<sup>th</sup> Year Interim Report:** The interim report will be due March 15, 2018. The report will include: certification and pass rates, employment rates, Capstone Experience pass rates, internship rates, graduation rates, external exams, job placements, graduate school placements, grad surveys, and employer satisfaction with graduates. Celia Reynolds is looking at Georgia State and Southeastern Louisiana University as peer institutions.
7. **P-Cards:** Cindy Conlon will contact P-card training for chairs on November 13 at 8am. Once a chair has completed the training, Cindy can issue P-Cards.
8. **Summer School:** Dr. Burkhalter asked chairs to think about summer school expenses vs. revenue. Ten students doesn't always cover the cost of a specific course. She also reminded chairs that for Summer 2015, Arts and Sciences must cover the cost of summer school classes, department chairs and institutional costs.
9. **Interim Chairs:** Dr. Maynard reminded chairs to appoint an interim chair when they will be out and to notify the dean's office.

**10. A&S Committee Updates:** The A&S By-laws Committee will meet November 11 and the A&S Curriculum Committee will meet November 14 for their initial meetings. Dr. Olive said the Awards Committee will present information to chairs around Thanksgiving.