

## Department Chair Meeting Minutes

### Department of Arts and Sciences

September 16, 2014

The meeting was called to order by Dr. Carmen Burkhalter. Those present were: Dr. Carmen Burkhalter, Dr. Chris Maynard, Dr. Yaschica Williams, Dr. Brenda Webb, 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, Mr. Mark Greer (Mathematics), Dr. Cynthia Burkhead, Dr. Joy Borah, Ms. Laura Kennebeck (Military Science)

1. **Approval of Minutes from September 4, 2014.** The minutes were approved by consensus.
2. **Internship Presentation:** Amanda Terry, Employment Development Coordinator and Melissa Medlin, Director, Career Planning and Development presented information concerning internships for our students. Melissa let the group know that there is now a new module for Simplicity that easily tracks internship participants. Amanda and Melissa offered to meet with any chairs who are interested in CPD facilitating internships for their students.
3. **Curriculum Change Informational Matter:** Dr. Burkhalter would like to formulate a written list of instructions for filling out the UCC forms so that all will be uniform and easily accepted by the Provost's office. Also, she presented the idea of a subcommittee of chairs who would be charged with dealing with informational only items. Greg Pitts made a motion that was seconded by Jerri Bullard to form the subcommittee. The motion passed unanimously.
4. **Curriculum Change Proposal from the Department of Chemistry and Industrial Hygiene.** Dr. Olive presented the following proposals. Add IH301 in Summer, Delete prerequisites for IH 311, Change the course description of IH322 and add pre-professional internships as an acceptable capstone experience for IH496. Dr. Hudiburg seconded the motion. The motion passed unanimously.
5. **Curriculum Change Proposal from the Department of Criminal Justice.** Dr. Yaschica Williams presented the following proposals. New courses to be added: CJ345 and CJ441. Change in course fee from CJ406 to CJ406L, Title Change CJ330/WS330 from Domestic Violence to Family Violence, CJ440W from Methods and Statistics in Criminal Justice to Research Methods in Criminal Justice. Add a minor- Crime Scene Investigation. Course Description change – CJ 450 and CJ 499. PS344 from required to elective, PS241 from required to GenEd. Information Items: CJ285 offered on in the Fall, CJ323 offered Fall/Spring/Summer, CJ326 offered Fall/Spring/Summer, CJ336 offered Spring only, CJ406 offered Spring only, CJ495 offered Fall/Spring/Summer. Dr. Pitts seconded the motion. The motion passed unanimously.
6. **Curriculum Proposal from the Department of English:** Dr. Burkhead presented the following proposals: Change EN595 to EN595W, EN 596 to EN 581, HCI/XU Minor Change. Dr. Koti seconded the motion. The motion passed unanimously.

7. **Curriculum Proposal from the Department of Psychology:** Dr. Hudiburg presented the following proposal: HCI/XU Minor Change. Dr. Garfrerick seconded the motion. The motion passed unanimously.
8. **Curriculum Proposal from the Department of Art:** HCI/XU Minor Change. The motion carried unanimously.
9. **Curriculum Proposal from the Department of Geography:** Dr. Koti presented the following proposal: New Course G# 464, GIS Programming. Dr. McCullough seconded the motion. The motion carried unanimously.
10. **Curriculum Proposal from the Department of Physics and Earth Science:** Dr. Webb presented the following proposal: Title Change – ES 133 Earth Science to Earth Science/Earth Systems. The motion was seconded by Dr. Bullard. The motion passed unanimously.
11. **ACHE Items Approved.** Dr. Burkhalter reported to the chairs that the following items were recently passed by ACHE: Addition of an Option in Geophysics to the BA/BS in Physics Establishment of the UNA Social and Behavioral Sciences Research Center, Addition of a Traditional and Alternative Class A Teaching Certificate in Spanish to the Existing MA in Secondary Education, College of Business Study Abroad Undergraduate Certificate
12. **DDEP.** Dr. Burkhalter reported that at an earlier COAD meeting she had asked the Dual Degree Program through Honor's be tabled until a later date. She asked for input from the Chairs as to how she would like their response to be presented to the Provost. Several chairs expressed concern over the wording of the document and how that could affect incoming students in other programs. A generic dual degree track was suggested. Dr. Burkhalter thanked the chairs for their input on the matter.
13. **Graduate Director Meeting.** Dr. Maynard announced that he will be meeting next week with the Graduate Directors and plans on setting up a regular meeting schedule with them.
14. **Homecoming.** Dr. Burkhalter is working closely with Barbie Terry from the Office of Advancement in planning activities for during Homecoming. Arts and Sciences will have a tent on Spirit Hill prior to kick-off. Dr. Burkhalter asked chairs for ideas and volunteers for different activities to be held in the tent. Professor Chen said that Art students will be painting faces, Dr. Olive volunteered to provide liquid nitrogen ice cream, Dr. Webb offered to have some sort of interactive activity as well as Dr. Williams. Dr. Burkhead suggested a morning tea/reception in Willingham Hall for alumni. Any ideas or questions can be directed to Barbie Terry.
15. **New email to use.** Dr. Burkhalter announced that Friday will be Martha's last full day in the office. In order to guard against items not being received in a timely manner, all chairs and administrative assistants are being asked to email any items that need to be sent to the Deans to [artsandsciences@una.edu](mailto:artsandsciences@una.edu).
16. **Due Dates Calendar.** Dr. Maynard distributed a list of due dates to the dean's office in order to assure that all things are turned into the Provost's office in a timely manner.
17. **Informational Items.**
  - Dr. Thornell is expected to make a decision on rollover money in the next several days. Dr. Maynard encouraged chairs to purchase something if they need to. They were reminded that with the end of the fiscal year nearing that all orders should be placed and received prior to Sept. 30

- Dr. Burkhalter announced that Entertainment Industry is now listed on ACM so that out of state students can now enroll in the program and pay in state tuition.

Dr. Burkhalter adjourned the meeting at 9:25am.