

## Department Chair Meeting Minutes

### Department of Arts and Sciences

September 30, 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.** Dr. Williams stated that the title change for CJ330/SW330 should read CJ330/WS330. The amended minutes were approved by consensus.
2. **Curriculum Change Proposal from the Department of Psychology.** Dr. Hudiburg presented the following proposal: Revised Certificate Program for PY 455, 456, 457, & 458 to require a minimum grade of a "C" in order to receive the ABA Certificate. The motion passed unanimously.
3. **Curriculum Change Proposal from the Department of Social Work.** Dr. Joy Borah presented the following proposal: Change in major elective courses. Change the language in catalog to delete the title "Designated Major Elective Courses" and change "Select four courses" to "Select five courses." The motion passed unanimously.
4. **Curriculum Proposal from the Department of History:** Dr. Bibbee presented the following proposals: New undergraduate certificate in U.S.-Japanese Studies. The motion passed with one abstention.
5. **Committee Memberships Approved:**
  - a. **Curriculum Committee:** Cameron Gren, Leslie Peterson, Lynne Rieff, Wayne Sides, Ryan Zayac
  - b. **Awards:** Brent Olive (Chair), Francis Koti, Ian Loeppky, Lynne Rieff, Claudia Vance, Ashley Johnson
  - c. **By-Laws:** Richard Hudiburg (Chair), Terrance Brown, Matt Fitzsimmons, John Hodges, Lisa Minor, Greg Pitts, Brenda Webb
6. **Budget Committee:** Dr. Burkhalter asked each chair to appoint a faculty member from their department to be on the committee. A form was passed around for chairs to designate their appointee. Based upon those nominations, Dean Burkhalter appointed members: Christopher Maynard (Chair), Joy Borah, Jerri Bullard, Cynthia Burkhead, Sarah Franklin, Bob Garfrerick, Paul Kittle, David McCullough and Brenda Webb
7. **COAD Report:**
  - a. Dr. Burkhalter announced that the university will hold a global career fair and would like as many departments involved as possible. There will be a forthcoming email with dates and more information.

- b.** A reminder that UNA will be showcased at November's First Friday event. (November 7, 2014).
  - c.** The COAD has constituted a Council of Associate Deans. Items can go before the Council of Associate Deans before it goes to the COAD.
- 8. Budget:** An official budget has not yet been released. Dr. Burkhalter stated that the college should look at ways to be more efficient with the budget.
- 9. Special A&S Budget Meeting.** Will take place Tuesday, October 7, 8am-9:30am in the BG Board Room.
- 10. Dragon Boat Race:** All departments should have at least one participant on the A&S boat. Chairs who have not yet emailed participant names for the race should forward the names to Dr. Maynard.