**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**February 24, 2009**

The meeting was called to order at 8:00 a.m. on Tuesday, February 24, 2009. Dr. Vagn K. Hansen, Dean of the College of Arts and Sciences, presided. Department Chairs present: Ms. Chiong-Yiao Chen, Dr. Paul Kittle, Dr. Michael Moeller, Dr. Bill Huddleston, Dr. Phil Bridgmon, Dr. Ron Smith, Dr. Bob Garfrerick, Dr. Craig Christy, Dr. Francis Koti for Dr. Bill Strong, Dr. Christopher Maynard, Dr. David Muse, LTC Wayne Bergeron, Dr. David McCullough, Dr. Brenda Webb, Dr. Ed Joubert, Dr. Joy Borah, and Dr. Craig Robertson. Debbie Tubbs took the minutes.

1. **Approval of Minutes.** The minutes were approved by consensus from the department chair meeting held on February 10, 2009.

2. **Report from COAD Meeting February 23, 2009.** Dr. Hansen reported:

-In the past, the Graduate Council heard all appeals on student’s wanting to return to graduate school after making their third C. The process now is that each college establishes their own council to hear these appeals.

-There has been a long standing written policy that no student may add classes after the established period in the schedule (usually the Friday after classes begin). All colleges have, in practice, added students after that date. One of the deans suggested that a new policy be written stating that if a student adds a class after that date, the instructor, department chair, and dean’s signature will be required before the course may be added. [Discussion included Dr. Hansen stating that more universities are adding mid semester courses to their schedules and labeling them Fall A and Fall B courses. He suggested departments might want to see if there would be any advantages for their students in adding such courses to their schedules. It was also discussed as to the advantages and disadvantages of having advisors sign off on drops and adds to a student’s schedule.]

-Courses labeled 651 and 652 have long been reserved for courses designated as special services classes. Since no one officially knows the definition of a special service class, the language will be changed to reserve those numbers for special courses that are occasionally offered. This will necessitate one of the other colleges renumbering their course.

-The deans will be looking into the possibility of someone other than themselves making the decision to grant refunds to students who ask for refunds outside the stated refund policy dates.

-The deans have decided that for the Awards Gala, current students holding the scholarships will be honored at the banquet. This decision was made for uniformity and to help in the fact that due to various delays in receiving critical information, deadlines can be met. [A discussion as to departments receiving GPA information on incorrect designations within their departments came up and Dr. Hansen stated that departments should not make certificates or awards for inappropriate designations and also reminded them that if none of their students have at least a 3.0 GPA, the awards should not be given. They were reminded that departments are responsible for making certificates for scholarships and that a work order submitted to Josh Woods’ office can request a certificate be made for them.]

3. **Legal Webinar.** Dr. Hansen encouraged all department chairs to attend the legal webinar being held on Thursday, February 26, from 3:00-4:15 p.m. in SH 104. He stated that the chairs were invited to bring someone from their department or send someone in their place if they could not attend. He asked them to let Debbie know who would be coming because the room will only hold 50 people.

4. **Undergraduate Enrollment in Graduate Classes.** Dr. Hansen stated that the College of Nursing will begin offering a RN to MSN program entirely online. This is in addition to the RN to BSN program. UNA will now accept nine hours of graduate work that can be applied to both their undergraduate and graduate program. Dr. Hansen stated that in his research he saw that this was fairly common across Alabama and the Nation. This policy is not inconsistent with the current policy of allowing a senior within ten hours of graduation to take graduate courses with the approval of the dean.

5. **Faculty Evaluation.** Dr. Hansen stated that he has received several department’s drafts for their faculty evaluations (expectations) and hopes that the other departments are working on theirs. He asked that all departments have their faculty evaluation policies in by spring break. There was discussion on department policies and the policy that is currently in the handbook as well as the policy that the Faculty Senate is working on. Dr. Hansen stated that he has two things he wants departments to keep in mind. First, tell the person being evaluated what they need to accomplish in order to be recommended by the department. He shared that some departments are using Dr. Pood’s statement to go by which is not very specific. Other departments are constructing very specific policies that assign points to certain criteria and state how many points must be earned to achieve recommendation for tenure or promotion.

Dr. Moeller asked where we were in the process of getting student evaluations online and Dr. Hansen stated that all the deans thought this was a wonderful idea and he would need to check with Andrew Luna to see where in the process we are.

Dr. Christy mentioned the disjoint in the deadlines for when Goal Planning and Summaries are due (May) and when Annual Action Plan and Priority Initiatives are due (October).

Discussion continued on whether Goal Planning and Summaries were a part of the faculty evaluation process (yes, one part of it), whether the policy the Faculty Senate is working on is an alternative or a supplement to current evaluation policy (supplement) and how portfolios of work toward tenure could be used toward promotion also. Dr. Hansen said the deans, or Academic and Student Affairs Committee would welcome a proposal suggesting an alternative, less cumbersome policy should anyone choose to submit one.

The second thing that Dr. Hansen would like departments to keep in mind in faculty evaluations is the improvement in instruction, not just tenure or promotion. He stated that he appreciates the work that departments have done so far and by the time of recommendations for the third year of reemployment, all faculty now should have a written evaluation in their file. He again reminded the departments to get their departmental faculty evaluation process drafts in by spring break.

6. **Other.** Dr. Bridgmon asked for the specific dates that Dr. Hansen would be away and he will be leaving on March 6 and should be back in the office late in the day on March 20. There will probably be no department chair meeting held on March 3 but Dr. Hansen asked the chairs to keep their schedules free at that time in case there is a need to meet.

The meeting was adjourned at 9:24 a.m.