**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**February 15, 2011**

The meeting was called to order at 8:00 a.m. on Tuesday, February 15, 2011. Dr. Vagn K. Hansen, Dean of the College of Arts and Sciences, presided. Department Chairs present: Ms. Chiong-Yiao Chen, Dr. Paul Kittle, Dr. Brent Olive, Dr. Gregory Pitts, Dr. Yaschica Williams for Dr. Phil Bridgmon, Dr. Ron Smith, Dr. Robert Garfrerick, Dr. Craig Christy, Dr. Lisa Keys-Mathews, Dr. Christopher Maynard, Dr. David Muse, MSG Michael Conner for LTC Michael Snyder, Dr. David McCullough, Dr. Brenda Webb, Dr. Richard Hudiburg, Dr. Joy Borah, and Dr. Craig Robertson. Debbie Tubbs took the minutes.

1. **Approval of Minutes.** The minutes from February 1, 2010, were approved by consensus.

2. **Report from COAD.** Dr. Hansen reported that the COAD met yesterday and the following topics were discussed:

* Randy Horn discussed computer upgrades, technology replacement program, lab progress, active director, and network printers. It was determined that requests for lab upgrades/expansions will be submitted through the deans to Dr. Thornell for consideration by the COAD. *The department chairs discussed technology fees and Dr. Brenda Webb was asked to come back to the group with an answer as to what those fees are being used for*.
* Chris Horn discussed the possibility of having an event at Research Park in Huntsville and on the UNA campus in the fall similar to the one held earlier this semester at Redstone Arsenal. *Dr. Keys-Mathews noted that the event at Redstone Arsenal was so slanted toward business and she would like to suggest that they be made aware of what all the other disciplines could offer. Dr. Hansen asked Debbie to remind him to communicate this to Chris.* Dr. Hansen stated that the deans were asked to supply names to help plan the fall event and Dr. Hansen said he would like to have either one name from each department or at least one name from the sciences, humanities, and arts sent to him by Thursday.
* Ground-breaking for the Black Box Theatre will coincide with the George Lindsey Festival
* Dr. Kerry Gatlin discussed graduate admission for three-year diploma students with international diplomas instead of four-year degrees and a proposal will be sent to the Graduate Council.
* Dr. Thornell asked the COAD to submit fixed cost increases for 2011-12 by March 1. These fixed costs requests should be made only for increases over which there is no control. Dr. Hansen asked the department chairs to let him know of any of these types increases by February 25.
* It was announced that there is a new bookstore manager, Griffin Hite, coming from Delta State.
* Proration remains under discussion with a prediction of an additional 3% announced in March. *Dr. Muse asked if there was any information regarding the department roll-over monies from last year and Dr. Hansen responded that once the University knew what amount of additional proration we would be dealing with the monies should then be given back to the departments.*

3. **Curriculum Proposal from the Department of English.** At the February 1 Department Chair Meeting the proposal to remove EN 112 as a course for a student to receive p CLEP credit was tabled. Dr. Smith went back to his department and there was no change in the proposal. Dr. Smith proposed to remove EN 112 from the list of courses to receive CLEP credit and the motion was seconded and opened for discussion. During discussion, Dr. Robertson and MSG Conner expressed their strong disagreement of this proposal. Dr. Hansen asked the group if they would like to table the proposal again and that was denied. Dr. Hansen called for a vote and with fourteen voting in favor of this proposal, it was adopted.

4. **Curriculum Proposal from the Department of Criminal Justice.** Dr. Williams made a motion for the addition of a $30.00 special fee to CJ 406 *Forensic Investigation* for the purchase of crime scene laboratory materials and processing equipment used in this class. The motion was seconded, opened for discussion, and unanimously adopted.

5. **Curriculum Proposal from the Department of Communications**. Dr. Pitts made a motion to set aside the proposal for a new course, COM 218 *Cross Cultural Communications* for modifications and the proposal will be brought to this group at a future date.

Dr. Pitts made a motion to add four new minors: broadcast journalism, integrated communications, journalism minor, and radio-television and interactive media. There were questions regarding the deletion of current minors before the addition of minors with like names and Dr. Pitts said he would pull these proposals and resubmit them when all the paperwork has been completed.

6. **Summer School Revenues**. Dr. Hansen stated that summer school revenue will be distributed to each college and the amount was not was he had anticipated. He asked Debbie to distribute the spreadsheets. He shared that while the University saw around $600,000 in profits, over $300,000 of that went to pay last year’s adjuncts and overloads that were not budgeted for in the 2009-2010 budget. Our college received $46,000 and the spreadsheet shows what will be transferred to each department that produced a profit. All money the College of Arts and Sciences receives will be transferred to departments. He also said he did not know if there would be a second distribution when asked that question.

7. **Transfer Hours for Graduate Studies.** Dr. Hansen reminded the departments with graduate programs to rewrite their section of the graduate catalog if their program had decided to move from the current six-hour limit of transfer hours to the newly adopted policy of up to twelve-hours of transfer credit.

8. **Other**.

-Dr. Hudiburg expressed his concern at the response time of Computer Services. He has been waiting for two-weeks for software updates. Other department chairs stated they were having the same problems. Dr. Keys-Mathews stated that one of her faculty members had been told that his new computer had a fifty log-in maximum and then administrative privileges would have to be reset.

The meeting was adjourned at 9:19 a.m.