**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**March 1, 2011**

The meeting was called to order at 8:00 a.m. on Tuesday, March 1, 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. Phil Bridgmon, Dr. Ron Smith, Dr. Robert Garfrerick, Dr. Craig Christy, Dr. Francis Koti for Dr. Lisa Keys-Mathews, Dr. Christopher Maynard, Dr. David Muse, 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. **Report from COAD.** Dr. Hansen reported that the COAD met yesterday and the following topics were discussed:

* Announced that the new manager of the bookstore is Mr. Griffin Hite. Dr. Hansen stated that he would be glad to invite him to one of our meeting if the group would like to meet him.
* Dr. Pat Roden had expressed concern to Dr. Thornell regarding curricular changes and advisement of athletes. *Dr. Hansen encouraged departments to invite athletic advisors to departmental meetings and/or invite Pat Roden to the departmental meetings to discuss student athlete/advisement issues.*
* Dr. Andrew Luna discussed learning outcomes for Annual Reports. *Dr. Hansen stated he would discuss this in further detail in item three of our agenda.*
* Dr. Sue Wilson announced a Graduation Expo for March 15-16. Tables will be set up in the GUC and the times are 1-6 on March 15 and 10-1 on March 16. Dr. Hansen asked the departments with graduate programs to please participate. *There was discussion among the chairs as to how effective this use of time would be and Dr. Hansen was asked to obtain data from Dr. Wilson showing the assessment of utility.*

2. **MFT Orders**. Dr. Hansen asked Debbie to discuss with the department chairs the possibility of turning the ordering of the MFT exams over to Kenda Rusevlyan in the Testing Center. Debbie stated that Kenda had emailed offering to handle these duties. Debbie explained that the dean’s office simply coordinates the gathering of the information and is not really involved in any other aspect of the MFT. Several department chairs shared their positive dealings with Kenda and all were willing to go with Kenda setting dates and coordinating all aspects of the MFT beginning in the fall 2011.

3. **Annual Reports and Learning Outcomes/SACS Compliance.** Dr. Hansen stated that Dr. Luna had reported that some annual reports are still not compliant with regard to learning outcomes and/or evidence of documentation. Dr. Hansen stated his annual report was one of the ones not in compliance and he knew it was because there were boxes with blanks. He asked all department chairs to check their reports and make sure every box was filled in. He stated if the chairs needed to send him a memorandum reporting certain information so that the memo could be used for documentation to feel free to use that method. He also informed the group that the biggest concern is that SACS has changed their language and there is no longer partial compliance. We will either be in compliance or not in compliance. We will need to provide documentation. If it deals with student learning then we need outcomes/assessment. If the assessment shows a need for a change in a syllabus or a textbook change, document it. The department chairs seemed to agree that they would rather be told that they are not compliant instead of trying to figure out if something is wrong with their Annual Report.

4. **University Awards Gala – April 25.** Dr. Hansen announced that Lynda Coates will be notifying you of deadlines for the department awards. The format of the Gala will be the same as last year in the GUC except the reception will preceded the Gala.

5. **Dual Enrollment**. Discussions are being held between Florence High School and UNA for a couple of our courses to be taught in the high school. The high school teachers will have to meet our requirements for being an adjunct. The two areas that are being discussed right now are math and chemistry.

6. **Budget Matters**. Dr. Hansen stated that the three percent proration that has been announced should have minimal visual impact on our University as we have prepared well for this. There is also a general belief that next year will be the worst for us in a long time. He stated he is pleased to announce that fifty-percent of the roll-over monies were deposited in your accounts last week and to look for a budget adjustment. He asked the chairs to let him know if they find it was not fifty-percent.

7. **Events**. Dr. Hansen reminded the group that the University Awards Gala is April 25 and the George Lindsey Film Festival is this week with the ground-breaking of the Black Box Theatre being held on Friday afternoon.

8. Other

 -Vitae. Dr. Hansen stated that faculty goal planning and evaluations are coming up and vitae are to be included with these. He told the department chairs to not accept one-page vitae and to make sure the vitae have updated information on them. There is a new faculty evaluation form that has been posted on the Academic Affairs website and he asked them to make sure to use the latest form.

 -Richard Hudiburg stated there were still problems with response time for Computer Services.

 -Paul Kittle expressed concern that one of the questions on the endowed scholarship application concerned Listerhill Credit Union.

The meeting was adjourned at 9:27 a.m.