**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**March 17, 2011**

The meeting was called to order at 8:00 a.m. on Tuesday, March 17, 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. Claudia Vance for Dr. Craig Christy, 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 on March 15 and the following topics were discussed:

* Chief Pastula attended the meeting to discuss emergency procedures*.* He informed the group of knowledge he gained during a recent occurrence on campus and he asked for the deans’ help in faculty getting students to a safe place when the weather alarms/sirens are activated.
* Griffin Hite attended the meeting to discuss textbook orders. *More information will be shared during our agenda item six.*
* Randy Horn attended the meeting to provide updates on IT issues. He discussed the future transition from our current analog telephone lines to voice-over internet protocol digital lines and said it would be a slow transition, beginning with the East campus. While this will be a less expensive endeavor than having to run new telephone lines, each new telephone is currently priced at around $200 thus the slow transition.
* There was an update on the accommodations for disabled students in online courses and Mary Bowers and Chizuru Saeki continue to look at options and determine needs.
* There was continued discussion on the removal of Area V from the general studies component so that assessment of these courses will not have to be addressed from a general studies standpoint. AGSC has informed Dr. Thornell that Area V is not part of General Education. These changes will go into the 2012-2013 catalog. *Dr. Hansen said more information will be shared as decisions are made and that these changes would also need to be made in the STARS online templates.*
* The promotion/tenure portfolios policies were discussed. The University-wide committee has chosen three portfolios they consider outstanding and will place these portfolios in the library to serve as examples to future applicants. These portfolios will be on display by April 1. *Some faculty expressed the desire for the University-wide committee to provide a rubric showing what they are looking for in a portfolio. Dr. Hansen reminded the department chairs that they are to provide written feedback to a candidate if feedback is requested.*

2. **Curriculum Proposal from the Department of Communications**. Dr. Pitts made a motion to cross-list COM 440 with a new course COM 540. Dr. Hansen asked Dr. Pitts to change the check-mark from “cross listing of course” to “proposed new course(s)” and to adjust the rationale to show that the graduate course would require additional components for graduate credit. Dr. Pitts agreed to those amendments and the proposal was seconded, opened for discussion and unanimously adopted.

3. **Curriculum Proposals from the Department of Geography.** Dr. Keys-Mathews made a motion to add a $30 special fee to four graduate courses: GE 554 *Remote Sensing*, 624 *Advanced Remote Sensing*, 625 *Cartographic Design and Visualization*, and 684 *Spatial Modeling and Analysis in Geographic Information Science*. She was discussing the expense of adding graduate faculty to their budget with no additional revenue was really taxing their supply budget. The other department chairs told her she should have received $1,000 per new faculty member and that she would have to request that from Dr. Steve Smith. There was concern expressed that with the expense of the highly specialized software, that the $30 special fee would not be sufficient to offset the expense and it was suggested the special fee be $50. With GE 554 being taught at the same time as GE 454, Dr. Keys-Mathews amended her proposal to be an addition of a $30 special fee for GE 554 and the addition of a $50 special fee to GE 624, 625, and 684. The motion was seconded, discussed, and unanimously adopted.

 Dr. Keys-Mathews made a motion to change the grading format of GE 692 *Research* and GE 695 *Thesis* from a regular grading format to the options of “SP” (Satisfactory ~~Performance~~ Progress) and “UP” (Unsatisfactory ~~Performance~~ Progress) as to allow the course to be taken more than once without inflating a student’s GPA and while requiring continuous enrollment in the graduate program. The motion was seconded. During discussion she stated that they were modeling their program like the Department of History and Political Science. Dr. Maynard pointed out that their SP and UP actually referred to progress rather than performance and Dr. Keys-Mathews asked to amend her proposal with the same wording. Dr. Maynard also pointed out that even though the Registrar’s Office had come up with that designation for these classes that these designations did not show up in the grading scale in the Graduate Catalog. Debbie stated she would contact the appropriate offices and see if this could be put into the 2011-2012 catalog. The motion was unanimously adopted.

 Dr. Keys-Mathews made a motion to create a new course, GE 699 *Thesis and Research Defense* (0) which will be required of all MS Geospatial Science students choosing the thesis option and the motional was seconded, opened for discussion, and unanimously adopted.

5. **Curriculum Change Proposals from the Department of Music and Theatre.** Dr. McCullough made a motion to create a new course, MU 690 *Special Topics in Music* (1-3) to address different topics in music and the motion was seconded. During discussion Dr. Hansen referred to an email that he had received from a membership accrediting agency notifying us that the U.S. Department of Education has proposed that no student could receive federal financial aid when taking a specific course number for the third time. The discussion continued among the department chairs regarding the ramifications to various departments and Dr. Hansen stated that this would require additional paperwork in the way of new curriculum forms creating a new numbering system instead of repeating courses more than twice. The motion was unanimously adopted.

 Dr. McCullough made a motion to create a new course, MU 622 *Music in the Baroque* (3) so that there would be a graduate-level music history course offered at UNA. The motion was seconded and during discussion there was a question whether the department had the faculty resources to teach the course and Dr. McCullough responded that there were several faculty with doctorates who could teach this course. The motion was unanimously adopted.

Dr. McCullough made a motion to add to the course description of MU 675 *Master Concert* “May be repeated.” Dr. Hansen suggested that based on the previous discussion that the addition be amended to “May be repeated one time for a total of 2 hours credit.” Dr. McCullough agreed to amend the motion; it was seconded and unanimously adopted.

6. **Textbook Orders**. Dr. Hansen stated that in the COAD meeting it was decided that in order to comply with Federal regulations under the Higher Education Opportunity Act that the due date for textbook orders was changed to March 15. Dr. Hudiburg pointed out that the fact that the email sent out notifying them of the change included the statement that if faculty didn’t turn in orders by the deadline that the dean’s agreed that they would have to use the same textbook as used the previous year. He pointed out that the Faculty Handbook stated that if there was a disagreement in textbook use, the department chair made the decision. Dr. Hansen stated that he really didn’t realize during the COAD discussion that they were talking about this year being included because the date was already March 15 and we would be out of compliance this year no matter what. He had thought they were setting deadlines in the future. He asked the department chairs to get the textbook orders in as quickly as possible. Dr. Hudiburg pointed out that both Psychology and Foreign Languages posted this information on their website both last spring and fall and that they were in compliance already. Dr. Hansen noted that and said that the transition between bookstore operators had not been smooth and that hopefully this would not occur again.

7. **Accurate/Appropriate Vitae**. Dr. Hansen reminded the chairs that the vitae that will be turned in this spring will be a part of our SACS compliance report. He asked them to make sure that the vitae that were turned in to them were appropriate (no one-page vita) and up-to-date with comprehensive and most current information.

8. **Summer School 2011.** Dr. Hansen said that he noticed that the budget for faculty salaries for the summer schedule was much more this summer than last. Our college budget is $1.3 million and it would be most fair to both faculty and students to cancel classes quickly when you see they don’t have at least 10 in an undergraduate course and 5 in a graduate course. Dr. Smith asked why the Staff Senate had a vote in the amount of independent study pay and Dr. Hansen responded that in the current Shared Governance document, all proposals must go through all senates. There is a proposal in the works now that would require faculty proposals to go only through Faculty Senate and staff proposals go only through Staff Senate and then to the appropriate Shared Governance committee. Dr. Muse asked what happened to the proposal last year for a percentage of collected revenue for a course and Dr. Hansen stated that the Strategic Planning and Budget Committee had voted against that proposal but if the faculty wanted to present it again to let the membership know. Dr. Keys-Mathews asked about roll-over money for next year and Dr. Hansen stated we had received 50% already and was hoping the other 50% would be returned soon. Dr. Muse stated that he thought the amount of rollover money was $1.4 million - that we received $700 thousand and that $700 thousand was applied toward proration. Dr. Webb didn’t hear the same thing at the same meeting and Dr. Muse hoped he had heard incorrectly.

8. **Other**

 -Dr. Kittle asked when the scholarship spreadsheets would be resent and Dr. Maynard said he had asked that office yesterday and had been told everyone would be notified before they were sent out. Concern was expressed that the spreadsheets would not be sent out in time to conduct interviews and make decisions on whom to award the scholarships.

 -Dr. Pitts stated that one of the Board of Trustee resolutions declared this First Amendment Week and in honor of this he had the first 45 essential words of the First Amendment on cards and passed them around to the department chairs to share with their colleagues.

The meeting was adjourned at 9:28 a.m.