**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**May 10, 2011**

The meeting was called to order at 8:05 a.m. on Tuesday, May 10, 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. 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.

Dr. Hansen asked Dr. Borah to share her good news with the group. She stated that last semester the Department of Social Work submitted their written report and were in 100% compliance. They had their site-visit on May 2 and did very well, with no concerns reported. They will receive the final decision in October. The other department chairs gave her a round of applause. Dr. Hansen stated it was quite enjoyable to be told there were no concerns and to have the accreditor invite him to discuss whatever he wished.

1. **Curriculum Proposal from the Department of Sociology**. Dr. Robertson made a motion to revise the certificate program in gerontology by replacing PY 350 *Psychology of Adult De4velopment and Aging* with ED 299 *Human Growth and Development* as a required course, and adding PY 350 and MG 330 *Principles of Management* as electives course options. The proposal was seconded, opened for discussion and unanimously adopted.

2. **Curriculum Proposals from the Department of Music and Theatre.** Dr. McCullough made a motion to delete the statement concerning variable special fees for MU/TH 690 (1-3) *Special Topics in Music*. The motion was seconded, opened for discussion, and unanimously adopted.

3. **COAD**. Dr. Bridgmon represented Dr. Hansen at the COAD meeting yesterday and he reported that the following topics were discussed:

-Dr. Gatlin was nominated to represent the COAD on the Institutional Effectiveness Committee.

-Mary Bower discussed her desire to attend departmental faculty meetings to discuss what their office does and how they process requests they receive.

-The August Intersession and whether it should be considered as part of the summer term or fall term continues to be discussed.

-The Bachelor of Interdisciplinary Studies degree has been approved as an on-line program. This will allow the students taking only on-line courses to pay in-state tuition. Concern was expressed at the disparity between face-to-face and on-line courses and Dr. Hansen stated this was common practice at other universities.

-The dean’s offices are out of the CLEP approving process. There was a question as to who will be approving these and Dr. Bridgmon stated that has not been determined but is being discussed.

-Suspension I students are now referred to as active suspended students. There will be an effort made to keep these students involved on campus and help them manage the issues that are causing them academic problems.

-Self-Published Materials. Faculty members are to be reminded to follow the Faculty Handbook policy found in section 8.1. [Debbie has pasted relevant information here: *Faculty may produce their own materials relating to classroom activities and distribute them to students without a charge. The cost of photocopying or producing materials will be absorbed through the departmental "Supplies and Other" budget. Faculty may not sell any materials directly to students.*

*If a faculty member wishes to produce specialized materials that students in his or her class must have and the cost of producing these materials is such that it will be a burden on the departmental "Supplies and Other" budget, the faculty member can arrange to have the materials produced and sold through the University Bookstore and the private sector bookstore without being paid royalties.*

*If a faculty member wishes to produce materials for student use and also receive a royalty from their sale, the materials must be published by a non-vanity commercial publisher where the materials are made available for adoption at other schools. Royalties paid to the faculty member under these arrangements come directly from the publisher*.]

-Course fees and the handling of cash by faculty and staff were discussed and Dr. Jacobs and Dr. Steve Smith will meet to discuss this further.

4. **Final Grades**. Dr. Hansen asked Debbie to discuss times on Thursday and Friday that we will need to be able to reach someone in departmental offices. Debbie stated that:

(1) Senior grades are due by noon on Thursday (5-12-11) and to please make sure someone is available to get in touch with faculty that miss this deadline.

(2) Friday morning (5-13-11) at 8:00 Dr. Hansen will go to the Registrar’s Office to get the list of students who will not graduate and department chairs need to be available to reach faculty who might need to get in touch with these advisees to either start a substitution process, change an Incomplete to a grade, etc.

(3) All other grades are due by 3:00 on Friday. This includes the **numeric** Early Scholar grade sheets that must be turned in to the Registrar’s Office, Room 119 Bibb Graves.

There was discussion about problems some departments encounter with missing grades. Dr. Hansen stressed the importance of faculty realizing that they are needed to be available through graduation. Some department chairs expressed a wish for an edict while others thought the situation could be handled by each department. Debbie reminded the department chairs of the ARGOS reports that show missing grades and encouraged them to utilize these reports. Dr. Hansen expressed his hope that there would be no problem with faculty missing deadlines and no further discussion would be needed.

5. Other

-Dr. Hansen reported that with the recent storms, there may be more of a need for rental of textbooks and Follett has requested faculty take this into account when selecting textbooks for fall. Dr. Hansen stated he would forward an email he had received with information about this process.

-Dr. Hansen stated that UNA has switched servers and some links might not work. He asked departments to check links and report to Jeremy Britton any that are not working. Dr. Hudiburg stated that with this new software, he cannot update his website. Dr. Christy discussed the “blue screens of death” in 5 of 25 of his computer lab screen. There were numerous reports from the group of website links not working and Dr. Hansen asked them to report them to Jeremy.

-Dr. Hansen stated he will be getting with the department chairs in the near future to look at a proper authorization form for approving a 9-hour teaching load for faculty with adequate scholarship teaching 600-level courses.

-Dr. Hansen said he has been looking at faculty vita and has come across a fair number who don’t precisely follow the instructions, especially in relation to their degrees or academic titles. He also realizes that many of the department chairs have spent a lot of time making sure the vitae is standardized and he really appreciates that.

-Dr. Hansen asked how summer enrollment was going and comments ranged from “all classes have at least 10” to “healthy.” This led to Dr. Webb being questioned as to where the budget committee was with getting the department chair stipend shifted to the regular budget and she responded that they will be meeting tomorrow and they hope to address this topic. She was asked if there was any hope of a pay-raise in the future and she replied there was no money for raises but at least we weren’t laying-off any faculty or staff. Discussion ensued concerning growth of staff in the Student Affairs area. Some department chairs indicated frustration with student allocation funding because of reluctance of the Student Affairs area to help with student research and conferences. They also expressed difficulties encountered in trying to reserve space for meetings or activities and constantly being told that empty spaces couldn’t be used because setup was going to happen in a few days. Also mentioned was the timing of RSO applications being due during times that students and faculty weren’t in session. Suggested solutions to this problem were thought to be found in the QEP, discussion in the Strategic Budget and Planning Committee, and to establish an office of undergraduate research. Dr. Hansen complimented the recent surge in faculty working with students on research and stated he hopes this continues and grows.

-Col. Snyder mentioned that they would have a guest speaker on Thursday from 11:30-1:00 in Room 207 of the GUC. Col. Snyder and the guest speaker served in Iraq together and were best friends. After Iraq they went their separate ways and the friend has spent six years in cyberspace operations. He extended the invitation for anyone interested to attend.

-Dr. Kittle stated that they had received the lab fees.

-Dr. Keys-Mathews asked about the other 50% of roll-over money.

The meeting was adjourned at 9:22 a.m.