**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**March 13, 2012**

The meeting was called to order at 8:00 a.m. on Tuesday, March 13, 2012. 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. Larry Adams, Dr. Robert Garfrerick, Dr. Craig Christy, Dr. Bill Strong, 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 announced that he appreciated all the work this group did on the promotion process and recognized their role in the very important process.

Dr. Hansen announced congratulations for Phil Bridgmon who has accepted a position as Dean of the School of Liberal Arts at Northeastern State University in Oklahoma and will start this position in the summer.

1. **Approval of Minutes from February 28, 2012.** The minutes were approved by consensus.
2. **Curriculum Proposals from the Department of Sociology**. Dr. Robertson made a motion to accept the three proposals regarding a certificate in family life education as a package and the motion was seconded. He provided a handout to clarify the proposals (attached). The first proposal was to create a new certificate in family life education. The second proposal was to change the title of SO/WS 300 *Sociology of Sex Roles* **to** SO/WS 300 Sociology of Gender and Sexual Behavior. The third proposal was to create a new course, FS/HES 401, (3) *Family Life Education*. He pointed out that HES 443, listed as a requirement for a certificate in family life education, should be listed as HES 401. The proposals were opened for discussion and the motion was unanimously adopted.
3. **Curriculum Proposals from the Department of Social Work.** Dr. Borah made a motion to accept the three proposals regarding revising their major as a package and the motion was seconded. She provided a handout to clarify the proposals (attached). The first proposal was under the Area III science requirement to reflect BI 101 or BI 111 and 4 additional science hours as listed on page 58 of the 2012-2013 Catalog. The second proposal was to delete CS 120 and add EC 252 and PS 243 from/to their prescribed supporting courses. The third proposal was to add COM 205 and delete NU 413 to/from their prescribed elective courses. The proposals were opened for discussion and the motion was unanimously adopted.
4. **Curriculum Proposals from the Department of Foreign Languages.** Dr. Christy made a motion to accept the three proposals regarding new 300-level grammar courses in French, German, and Spanish as a package and the motion was seconded. He explained that the courses are exactly the same except for language designation and are to be used only for study-abroad purposes and will not be offered on campus. The proposals were opened for discussion and the motion was unanimously adopted.
5. **Evaluation of Department Chairs: Faculty Survey.** Dr. Hansen had Debbie pass around a handout on the current survey and asked them to look at the evaluation based on substance and send to him any suggested additions or deletions by March 21. It was pointed out that NA (not applicable) was currently not an option and Dr. Hansen asked them to include that in their suggestions. He also stated that he will ask Dr. Luna to limit this survey to regular full-time or half-time faculty.
6. **Career Carnival.** Dr. Hansen stated that he had received an email from Career Services asking our college to participate in their Career Carnival. He thinks the date is April 10 and would like for there to be college representation. He will send an email with dates and times and work out a system where we have a presence at the table during the four-hour period. He asked if anyone had ideas and Dr. Christy stated that in the past, Career Services has provided a handout that tells what careers are applicable to which majors and that is very helpful. Dr. Garfrerick asked what the purpose of this carnival was and Dr. Hansen replied that it was to help students recognize career possibilities and for departments to help potential majors for their departments.
7. **Report from COAD.** Dr. Hansen reported that the COAD discussed the following topics:

-The excellent points that the Departments of Biology and Chemistry and Industrial Hygiene made in their requests for course fee increases from $30 to $50. The COAD discussed whether all fees should be raised and decided at this point it should still be on a case-by-case basis with a demonstrated need clearly provided.

-Proposed Guidelines for Centers and Institutes. They discussed what a center is and what it does. Five-year reports were suggested with continuance based on the outcomes. It is proposed that if a center is not shown to be viable that it be given one-year to become viable or be disestablished.

-Promotion/Tenure Departmental Guidelines. As the COAD was discussing putting these departmental guidelines on the VPAA’s website, Dr. Hansen reminded Renee’ that for each department in the College of Arts and Sciences, our College guidelines should be attached as the first page of each department’s guidelines as all departments voted to adopt the college guidelines as part of their own.

-Department Chair Evaluations.

-Five-Year Reports – Dr. Luna stated that during the first reporting period, four departments participated, with more departments adding each year. This has caused a discrepancy in the number of reports due each year. He would like to even out the number of departments reporting each year. If your department is interested in switching years of reporting, please contact Andrew directly. Dr. Hansen requested that if patterns are changed, to please let him know.

1. **2.5 Criteria for Promotion, Tenure, and Appointment.** Dr. Hansen had Debbie email a clean copy of the promotion and tenure policy draft as revised after the meeting of department chairs.  The highlighted language was inadvertently left out of the version that was sent out to the deans.  Dr. Hansen has added it back in. He asked if everyone had an opportunity to look at it and asked for comments. The parts that were left out pertained to time in rank and he asked if that was important to the group. Five department chairs expressed strong support of the time in rank being changed to five years. One department chair expressed strong support of three years. The chairs supporting five years in rank felt three years was not enough time to build a portfolio that was worthy of a full-professor. The department chair that supported three years in rank was concerned about monetary constraints that might prolong a promotion decision not based on merit. Dr. Hansen asked about the bigger picture of the whole policy and said he would report to Dr. Thornell that there were no comments on the policy other than the time in rank.
2. **Other**.

=Discussion about textbook orders and the desire to be able to submit more than one format via ISBN rather than the current one format/one ISBN number.

=Announcement of April being recognized as First Amendment month. Two speakers will visit our campus. Mr. Gene Policinski, Senior Vice President and Executive Director of the First Amendment Center will speak on Thursday, April 19. Mr. Hank Kilbanoff, a Florence native who is the James M. Cox, Jr. Professor of Journalism at Emory University will speak on Monday, April 23. Everyone is invited to bring their classes and if anyone desires the First Amendment cards, please notify Dr. Pitts.

The meeting was adjourned at 9:11 a.m.

3/12/2012

Sociology Department Proposals

These proposals aim to develop a new certificate program: Certificate in Family Life Education

The Certificate is designed to prepare students for work in a variety of professional fields that promote healthy family functioning. Examples include community- and faith-based social services agencies, early childhood education, criminal and juvenile justice support, family/consumer services, and family health.

The proposed Certificate is modeled after the curriculum established by the National Council on Family Relations (NCFR). Upon completion of the proposed certificate, UNA students can apply for national CFLE certification from NCFR. Upon approval of these proposals the Sociology Department will apply for recognition as a NCFR CFLE approved department.

The proposed Certificate builds upon the existing Family Studies minor which provided 50-60% of the course content needed for certification. \*One new course is proposed FS/HES 401(Family Life Education) as it is required for the academic program to be nationally approved.

The proposed Certificate requirements are:

Course Credits

Marriage and Family (SO/WS 223) 3

Family Development (HES 443) 3

Human Growth and Development (ED 299) 3

Parenting and Socialization (SO 301) 3

Human Sexuality (HPE 406) **OR**

\*\*Sociology of Gender and Sexual Behavior (SO/WS 300) 3

Social Psychology of Intimate Relationships (SO/WS 443) OR

Psychology of Close Relationships (PY 450) 3

Home and Family Management (HES 463) **OR**

Management and Economic Problems of the Consumer (HES 375) 3

Law and Society (SO 430) OR

Services to Families and Children (SW 420) 3

\*Family Life Education (FS/HES 401) 3

 Internship (SO 495) 3

 30

\*FS/HES 401was mistakenly presented in the proposal as FS/HES 443. This will be changed pending approval

\*\*Additional proposal aims to change the course title and description of the existing SO 300-Sociology

of Sex Roles

**Department of Social Work Curriculum Changes Summary (March 2012)**

The changes to be made to the requirements for a Bachelor of Social Work degree are as follows:

1. Under Area III, the Science requirement will be updated to reflect BI 101 Introductory Biology or BI 111 Principles of Biology and 4 additional science hours as listed on page 58 of the 2012-2013 UNA Undergraduate Catalog.

 2. i. CS 120 Intermediate Computer Topics will be deleted;

 ii. EC 252 Principles of Microeconomics and

 PS 243 State and Local Government and Politics will be added to Prescribed Supporting Courses.

 3. i. COM 205 Communication in a Global Age will be added;

 ii. NU 413 The Young child and Health Care will be deleted from Designated Supporting Elective Courses (last offered 2000-2001)

These changes will go into effect for the 2013-2014 Catalog Year.