**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**April 10, 2012**

The meeting was called to order at 8:00 a.m. on Tuesday, April 10, 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, COL Rae Atencio for LTC Michael Snyder, Dr. David McCullough, Dr. Richard Hudiburg, Dr. Joy Borah, and Dr. Craig Robertson. Debbie Tubbs took the minutes.

1. **Approval of Minutes from March 13, 2012.** The minutes were approved by consensus.
2. **Career Carnival.** Dr. Hansen stated that he had forwarded by email all information he received on this event. He received very few responses from A&S departments and hopes that as many departments as possible are represented today, even for a short time period. He expressed thankfulness for the departments that did respond.
3. **Department Guidelines for Promotion and Tenure.** Dr. Hansen reminded the department chairs that each department’s guidelines for promotion and tenure were to be pasted onto the template sent out on March 20 and were due to our office tomorrow (April 11). The College Guidelines will not go into the template but are to be placed in front of the department guidelines. Dr. McCullough asked if this should be paper or electronic form and Dr. Hansen stated it should be in electronic form.
4. **Campus Communications, Profiles in Excellence, and Annual Report to the Board of Trustees**. Dr. Hansen discussed the differences between the three proposals. Campus Communications is the friendliest publication that can include such things as talks at civic clubs, etc. Submissions to Profiles in Excellence should be more exclusive and could include items that would count toward promotion and tenure. Submissions to Profiles in Excellence have a prescribed format in which they should be submitted to our office and Dr. Hansen stated that Debbie will be sending this information out soon. The Annual Report to the Board of Trustees is compiled by the various deans and Dr. Hansen will report on such things as grants received, outstanding scholarship, and major happenings in our college. He will consider submissions to the above mentioned publications and may also ask for further information.
5. **Report from COAD.** Dr. Hansen reported that the COAD met yesterday and discussed the following topics:

-IT issues were discussed with Stephen Putman. Included were: 1) all old Gateway computers are expected to be replaced for all full time faculty and staff during this budget year; 2) various older computer labs are being updated including the music and English labs; 3) all orders for computers/laptops should go through IT if their office is going to provide service for these items; and 4) VDI or virtual desktops are still being considered for classrooms and labs with a decision expected by January 2013.

-A proposal will be taken to the Strategic Planning and Budget Study Committee from the COAD to allow each college a sum of money to provide for students engaged in undergraduate research and associated travel costs. [Dr. Hansen shared another idea of asking for a $1 student fee to go toward academic endeavors such as this and stated that if there is support among this group he would be willing to more strongly advocate for this proposal. Discussion among the department chairs included support but also suggested accountability for informing students how the money will be used and appropriately naming the fee and questioning whether study abroad could be supported in this manner.]

-Undergraduate degree completion for UNA students who enter professional schools after three years of undergraduate study was discussed and Dr. Hansen stated he was in favor of this and will continue to be in discussion with Dr. Robertson regarding the possibility of the Interdisciplinary Studies degree accomplishing this.

1. **Other**.

* Dr. McCullough asked whether the time periods for Campus Communications could be altered to fit into semesters and Dr. Hansen stated that since these time periods are set by the President’s office he doesn’t see the time periods changing.
* Dr. Kittle stated he had noticed that quite a few students were allowed to preregister last week and wanted to know who decided which students could preregister that early. Discussion revealed that honors students, athletes, student leaders, and students with disabilities were among those given priority. It was suggested that Faculty Senate discuss who should be allowed priority and to stress that no one be allowed to preregister without being advised no matter the classification. One department shared that they removed students from their classes that had a prerequisite that the students hadn’t fulfilled and when questioning whether the students had seen their advisors, answered no. When Dr. Hansen learned of this aspect he stated he would bring this up in COAD.

The meeting was adjourned at 8:50 a.m.