**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**January 15, 2013**

The meeting was called to order at 8:00 a.m. on Tuesday, January 15, 2013. 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, Mr. Wayne Bergeron, Dr. Larry Adams, Dr. Bob Garfrerick, Dr. Claudia Vance, Dr. Francis Koti, Dr. Christopher Maynard, Dr. Cindy Stenger, LTC Mike Snyder, Dr. David McCullough, Dr. Brenda Webb, Dr. Richard Hudiburg, Dr. Joy Borah, and Dr. Jerri Bullard. Debbie Tubbs took the minutes.

1. **Approval of Minutes from November 27, 2012**. The minutes were approved by consensus.

2. **Curriculum Change Proposals from the Department of Mathematics.** Dr. Stenger made a motion to change the course title for MA 105 from "Mathematics for Liberal Arts" to "Introduction to Finite Mathematics" in order to better identify MA 105 as a pre-requisite for MA 110 Finite Mathematics and to change the course description to reflect the current course offering. The motion was seconded, explained, discussed, and **adopted**.

3. Dr. Hansen explained why the Curriculum Change Proposal from the Department of Criminal Justice had been removed from consideration for today.

4. **Curriculum Change Proposals from the Department of Geography.** Dr. Koti made a motion to remove GE 454 *Remote Sensing* as a prerequisite for GE 484 *Projects in Geographic Information Science* and make editorial changes to the course description of GE 484 and the motion was seconded, explained, opened for discussion, and adopted.

5. **Jerri Bullard – Summer School.** Dr. Bullard reported that there was a profit of $672,000 from 2012 summer school. This was a direct effect of department chairs’ due diligence in keeping costs in check and offering courses that would appeal to students during the summer. After costs associated with fall and spring adjuncts, she reported that $125,000 would be divided among the deans to distribute to departments as they see fit. She shared how the financial aid changes now necessitate that advisors remind students if they want to attend summer school that they must budget their financial aid monies to account for three terms instead of two semesters. Dr. Bullard also discussed ideas for innovative course offerings in the summer such as alternate course offerings and certificate courses or ACT/LSAT/MCAT preparation courses. Dr. Hansen stated that as long as department chairs monitor keeping integrity in the summer courses, he supports these ideas. He asked for questions or comments and thanked Dr. Bullard for her report.

6. **Final Exam Variations for Individual Students.** Dr. Hansen asked department chairs to please remember that the only time the dean is to be consulted on final exams is when an entire class exam is to be changed. Otherwise, the faculty member or faculty member in consultation with the department chair may make decisions regarding the requests of individual students to change their exam time. There was a suggestion that someone look at the current exam schedule to keep the exam times more consistent with the time the course is offered. There was a question as to whether there was a University policy on having to move an exam time if two or three exams were scheduled on the same day and Dr. Hansen stated that there had been a proposal for such a policy but the policy was defeated so there is no policy on this and it would be up to the professor/professor and department chair to make a decision for the individual students that make these requests.

7. **Move March 12 Department Chair Meeting to Thursday, March 14.** Because a COAD meeting had to be moved to March 12, our previously scheduled March 12 department chair meeting will be moved to Thursday, March 14.

8. **Area II and Area IV Meetings**. We will resume these meetings next Tuesday (January 22) and all department chairs are invited to attend. Dr. Hansen stated that he will have materials available showing current practices at other universities.

9. **Departmental Websites.** This topic was discussed at the COAD meeting and focus should be on more uniformity among sites. Phyllis Underwood has been given the task of looking at websites and working with departments and colleges. She has started with HPER and Dr. Hansen asked Debbie to send the department chairs a link so they can look at changes she has proposed for that department. Dr. Hansen shared that what is most important to him is that the website is quick, simple to use, information can be found quickly, and it is up-to-date. English and Physics and Earth Science reported problems with publishing their website and stated that the IT people are working on it.

10. **Report from COAD**. The following topics were among those discussed at the January 14 meeting:

 -Webpages

 -Jerri Bullard reported on summer school

 -Stephen Putnam reported that the VOIP phone project had been completed. Dr. Hansen asked if anyone has a fax machine that still operated from an older phone to please let Bob Freeman know. The old phone system will be turned off soon and you will need to be set up to receive faxes through your computer.

 -Retroactive Withdrawals

 -First Year Experience – Dr. Hansen encouraged all department chairs, faculty, and staff to attend Rob Koch’s seminars on the proposed University Success Center and First-Year Experience Program.

11. **Othe**r.

 --Informational item - ES 131 will be offered fall spring and summer

--Please be aware that any curriculum proposals with course fees MUST be presented at the January 29 Department Chair Meeting in order to meet Renee’s deadline and be presented at the March 5 Curriculum Committee Meeting as this is the last UCC meeting before the Board of Trustee Meeting in June to approve special fees in order to get these into the next catalog.

Meeting adjourned: 9:21 a.m.