**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**January 29, 2013**

The meeting was called to order at 8:00 a.m. on Tuesday, January 29, 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. Bill Huddleston for 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 January 15, 2013**. The minutes were approved by consensus.

2. **Curriculum Change Proposals from the Department of History and Political Science.** Dr. Maynard made a motion to consider these proposals as two groups with one change consisting of revisions to the curriculum of the M.A. in History program and the other being editorial changes on various courses and the Non-Thesis Option.

 Dr. Maynard made a motion to revise the curriculum of the M.A. in History program by adding a foreign language component which requires demonstration of reading proficiency in a foreign language by successfully completing graduate coursework in FL reading proficiency or by the successful completion of a reading proficiency examination administered through the Department of Foreign Languages. The motion was seconded, explained, discussed, and **adopted**.

 Dr. Maynard made a motion to accept editorial changes and the deletion of two courses. The motion was seconded, explained, discussed, and **adopted**. For the purposes of these minutes the following changes were adopted:

* Inactivation of HI 607 and HI 641
* Because HI 641 is inactivated, the NON-THESIS Option will be revised: students choosing the Non-Thesis Option must complete six hours of HI 640, Directed Research and Study in addition to the core and 12 additional semester hours of 500-600 level history electives.
* Change title of HI 640 to Directed Research and Study and edit the course description
* Change title of HI 611 to Seminar in U.S. History to 1877 and edit the course description
* Change title of HI 612 to Seminar in U.S. History Since 1877 and edit the course description
* Change title of HI 640 to Directed Research and Study and edit the course description
* Change title of HI 621 to Seminar in World History to 1815 and edit the course description
* Change title of HI 622 to Seminar in World History Since 1815 and edit the course description

3. **Departmental Websites and Faculty Office Hours.** Dr. Hansen stated that discussion continues in the COAD regarding websites. In his research of other universities’ websites, he has seen faculty office hours posted on departmental website. He stated he thought this was a good idea. During discussion of this topic, concerns were raised.

4. **Lead Time for Curriculum Proposals.** Dr. Hansen reminded the group that in a department chair meeting in 2011 [April 12], there was a vote to have a seven-day lead time for curriculum proposals to be emailed to Debbie, with no need for editing, so that she could send the proposals to all department chairs by 4:30. [*5. Lead Time for Curriculum Proposals. Dr. Hansen led discussion on various timeframes for when the College of Arts and Sciences Curriculum Committee should receive curriculum proposals in order to discuss them at Department Chair Meetings. Dr. Christy moved (with a friendly amendment) that curriculum proposals must be received by the dean’s office by 4:30 p.m. on the Tuesday before the department chair meeting with no alterations needed in order to be discussed at the following department chair meeting. The motion was seconded, discussed, and adopted with a vote of 14 in favor and 2 in opposition.*] He asked if anyone wanted any changes to this A&S policy or if anyone would make a motion to keep it as is. Dr. Garfrerick moved to keep the policy the way it is which requires curriculum proposals to be received by the dean’s office by 4:30 p.m. seven days before the next department chair meeting with no editing needed in order to be discussed at the following department chair meeting. Dr. Hudiburg seconded the motion. The motion was adopted and Dr. Hansen noted there was no opposition to the motion during the voice vote. He also noted that it was a good idea to err on the side of caution and get proposals in a few days earlier than required to allow plenty of time for editing suggestions so that proposals can be discussed at the next meeting.

 Dr. Bullard offered suggestions on naming files that are to be sent out to the group for greater clarity such as course number and title – and then action requested [addition, deletion, title revision, prerequisite change, i.e., SO 221 deletion; SO 199 new course; SO 222 prereq change.] Dr. Garfrerick asked for a list to be included summarizing what changes are being suggested if there are four or more proposals from a single department and Dr. Hansen agreed that this would be most helpful. Debbie shared with the group a request from Renee’ to provide a summary from the college when submitting proposals to her. It was agreed to try to standardize the summaries by incorporating the language Renee’ sent. If there are less than four proposals, department chairs may still provide the language for Debbie to include in these summaries. Dr. Hansen also suggested that it would be a good idea to put this language in one of the sections on the curriculum proposals so the summaries for our college could be taken directly from there.

5. **Overloads–Requests for Reduction in Teaching Load for Faculty Teaching Graduate Courses and the Faculty Handbook.** Dr. Hansen started out this discussion by asking department chairs to not assign 600-level courses to faculty without current research/scholarship. The department chairs were given a copy of three pages from the *Faculty Handbook* and an A&S form to request reduction in teaching load for faculty teaching graduate courses. In discussing overloads, the question was raised regarding learning communities and first-year experience courses. He stated that he will send a memo to departments giving blanket approval for one-hour LC/FYE courses. For faculty who have more than one overload (other than the LC/FYE), he asked department chairs to provide him with written justification as to why these overloads are necessary. Written justification will also be needed when department chairs teach any overloads. He stated that these justifications, while required according to the *Faculty Handbook*, can also serve as another piece of evidence, along with large numbers in overload classes and adjunct classes, that additional faculty are needed.

6. **SACS Substantive Change for Online Delivery (25% - 50%)**. Dr. Hansen stated he will send out a memo regarding this topic. He shared that he now knows that he was mistaken in the past when calculating course offered outside each department. When preparing calculations for your February 4 deadline, only use courses with your prefix. During discussion there was a question as to whether the report was needed if a department had already reported 50% of its classes were offered online. Dr. Hansen stated it would be helpful to send him an email reminding him of that.

7. **Report from COAD.** The following topics were among those discussed at the January 28 meeting:

 -IT update. [Discussion among our group – concern expressed about the UNA Print Shop and ideas for student worker or intern to help with the simpler aspects.]

 -Andrew Luna - Reevaluation of UNA’s Core Competencies

 -Proposal for adjunct faculty to defer to summer taking courses under tuition remission – rejected by F/S Welfare Committee and returned to originator (COAD)

 -General Education and possible new committee look at general education proposals before proposals are sent to the Curriculum Committee

 -New unit name for Graduate Admissions (suggestion: Graduate Admissions and Services)

 -Phone number dialing time can be extended – call Randall Phifer and provide him with specific phone extensions as these have to be done one at a time.

8. Other

 -We have been notified that the VPAA’s office will receive the report on lab fee distributions the week of March 4.

Meeting adjourned: 9:32 a.m.