**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**March 14, 2013**

The meeting was called to order at 8:05 a.m. on Thursday, March 14, 2013. Dr. Vagn K. Hansen, Dean of the College of Arts and Sciences, presided. Department Chairs present: Mr. John Turner for 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, COL Jose Atencio for LTC Mike Snyder, Dr. David McCullough, Dr. Richard Hudiburg, Ms. Jackie Winston for Dr. Joy Borah, and Dr. Jerri Bullard. Debbie Tubbs took the minutes.

1. **Approval of Minutes from February 26, 2013**. The minutes were approved by consensus.

2. **Curriculum Change Proposal from the Department of English.** Dr. Adams made a motion to create a new course, EN 298 *Special Topics in Literature* (3), and the motion was seconded and opened for discussion. Dr. Adams mentioned during discussion that after core competencies have been looked at there is a possibility that this course will be proposed as a general education elective. The proposal was adopted.

3. **Curriculum Change Proposal from the Department of Criminal Justice**. Mr. Bergeron made a motion to revise the major in criminal justice by removing specific electives with the statement to *select twelve hours (four courses) from the remaining criminal justice courses*. The motion was seconded, discussed, and adopted.

4. **Curriculum Change Proposals from the Department of Communications.** Dr. Pitts made a motion to consider his three proposals as a bundle and the motion was seconded. During discussion, Dr. Pitts stated that 1) COM 205 *Communications in a Global Age* would be deleted as a prerequisite for COM 215 *Media Writing;* 2) requirements in the public communication concentration would be switched by changing the requirement from either COM 320 Political Communication or COM 440 Organizational Communication to either COM 320 Political Communication or COM 350 Argumentation and Debate and by changing the requirement from either COM 330 Group Communication or COM 350 Argumentation and Debate to either COM 330 Group Communication or COM 440 Organizational Communication; and 3) the concentration in media studies (Mass Communication degree) would be deleted. The proposal was adopted.

5. **Curriculum Change Proposals from the Department of Geography.** Dr. Koti passed out an amended cover sheet with a friendly amendment to the proposals sent out to the department chairs seven days in advance of this meeting. He moved to correct a clerical error in the 2012-2013 Graduate Catalog that incorrectly listed *Seminar in Geospatial Science* as GE 600 when it should be GE 610; remove GE 610 from graduate core requirements; add the statement, “No more than 6 hours of field courses may count towards the MS in Geospatial Science degree;” and add the statement, “No more than 12 hours of courses taken at the 500-level may count towards the MS in Geospatial Science degree.” The motion was seconded. During discussion Dr. Hansen suggested that he also add a statement regarding courses taken at the undergraduate level cross-listed as 400/500 may not be retaken for credit towards the MS in Geospatial Science degree and Dr. Koti accepted that suggestion. The proposal was adopted.

 Dr. Koti made a motion to revise the course description of GE 520 to match the previously revised GE 420 and to remove the $30 course fee. The motion was seconded, discussed, and the proposal was adopted.

 Dr. Koti made a motion to change the title of GE 584 to *Applied Geospatial Analysis*, remove the $30 course fee, and make minor editorial changes. The motion was seconded, discussed, and the proposal was adopted.

6. **Transient Approvals.** Dr. Hansen asked department chairs for input on the process of approving transient requests during breaks when department chairs and faculty are not on campus. There was discussion of 100/200 levels courses versus 300/400 level courses. It was decided to go with what is in the 2012/13 and 2013/14 catalog which would give the dean decision making authority in the absence of the faculty and department chair.

7. **Distance Learning Best Practices (April 4).** Dr. Hansen stated that this should be an interesting technology conference and asked the department chair to attend this conference and to encourage others to also attend. Dr. Hansen stated he would send a link to David Pogue’s biography.

8. **Career Fair (April 9).** Dr. Hansen asked how much time each department would want during the Career Fair and it was shared that not all departments see the usefulness of departments participating in a place where students would rather talk with prospective employers than see their departments again. It was suggested that Russ Darracott attend to encourage graduate programs. Dr. Hansen asked each department chair to send him an email with 1) how much time your department would like at the Career Fair [1-4 hours] and 2) a list of job titles with descriptions of your recent graduates being as specific as you can.

9. **Science Building**. Dr. Hansen brought the group up-to-date on the science building by stating that the bid opening will be March 21 and the recessed Board of Trustees will meet again on April 2 or 3 for final approval.

10. **Homecoming Events**. Dr. Hansen shared that there is a strong desire to see homecoming become a more important and meaningful event to UNA. Departments are encouraged to contact your graduates to come back to the event. Dr. Hansen shared what the Department of Geography currently does which is hold their annual alumni conference in conjunction with homecoming activities. Homecoming dates are October 11-12.

11. **Proposed Electronic Promotion/Tenure Portfolios.** This proposal is currently going through the Faculty Senate and it is likely that beginning with spring tenure applicants the 15 page portfolio will be submitted and reviewed electronically with the current intent to be able to have supplemental materials on paper and submitted through the proper channels.

12. **Service Learning Courses**. Dr. Hansen reminded the department chairs that courses numbers 199 and 399 are reserved for service learning courses and can be put into the schedule with your own prefix. These courses can be offered with 0-6 credit hours.

13. **Certificate Programs**. Dr. Hansen shared that many institutions are moving minors to certificate programs or offering them cooperatively because certificate programs tend to hold more prestige in the job market. He discussed the difference between certificates and certification (usually includes an outside agency). He also suggested that departments be thinking of ways to have majors with certificates built in.

14. **IPEDS – Peer Group Data.** Dr. Hansen provided handouts and shared information on the College Navigator website that provides useful information including net costs of universities as well as performance data.

15. Report from COAD. Dr. Hansen stated that most of today’s agenda items came directly from the March 12 COAD meeting and he didn’t have anything further to report.

9. Other

 -Reminder that the April 4 department chair meeting has been cancelled.

Meeting adjourned: 9:25 a.m.