

Department Chair
Meeting Minutes
College of Arts and Sciences
April 14, 2015

The meeting was called to order by Dr. Carmen Burkhalter. Those present were: Dr. Carmen Burkhalter, Dr. Christopher Maynard, Dr. Yaschica Williams, Dr. Francis Koti, Dr. Bob Garfrerick, Dr. Claudia Vance, Dr. Brent Olive, Dr. Greg Pitts, Dr. David McCullough, Dr. Jerri Bullard, Ms. Chiong- Yiao Chen, Dr. Tom Haggerty, Dr. Richard Hudiburg, Dr. Cindy Stenger, Dr. Cynthia Burkhead, Dr. Joy Borah, Dr. Brenda Webb, Dr. Leah Graham for the Department of History/Political Science and CPT Laura K. Kennebeck for the Department of Military Science.

- 1. Approval of Minutes from March 31, 2015.** The minutes were approved by consensus.
- 2. COAD Report.** Dean Burkhalter reported that the deans completed their training related to ACHE and SACs forms. She said the deans have decided not to offer a university award for online teaching. Dr. Luna presented data showing there was an increase in enrollment during the years UNA Nights were held in different cities in the state. COAD has requested that the university explore the possibility of offering UNA Nights again. Dean Burkhalter also reported that the Computer Science faculty is developing a model for a more up to date exam schedule.
- 3. Early College Coordinator:** LeeAnna Brown was introduced as the new A&S Early College Coordinator. She will help with internal events such as the Career Carnival and external recruiting events. LeeAnna will also work on our social media.
- 4. Science Building:** Dean Burkhalter said that there will be an open house on April 30. It will run from 2 –4 pm for the UNA community and from 4 –6 pm for the public.
- 5. Interdisciplinary and Professional Studies:** This program will move into Arts and Sciences. Craig Robertson will be the department chair. There will be a discussion with A&S department chairs about any questions or concerns about this.
- 6. Dr. Williams:** Dr. Williams has asked to move to the Department of Sociology. Dean Burkhalter has given her approval.
- 7. Political Science and Criminal Justice Merger:** Political Science will move from the Department of History to the Department of Criminal Justice. Dean Burkhalter believes this will strengthen each major.
- 8. Chair Appointment Process:** Dean Burkhalter is working on a document she will present to the Chairs. She has no documentation on the previous dean's chair evaluations. If you have records, please forward the files to Dean Burkhalter. Please contact Jennifer to schedule your chair evaluation over the next four months.
- 9. Faculty Evaluations/Goals:** Dean Burkhalter said that faculty do not need to use the vitae

template used in past years. Chairs should write a cover letter and attach it to the goals for tenured faculty who are only reviewed every two years and who do not require a review this year. Faculty members must have 15 days to respond to their evaluation. Per section 3.14 in the Faculty Handbook, Chairs should be aware of the following dates:

- May 15: Updated CV
- May 15: Meeting to review Faculty Performance Report
- September 15: Performance Evaluations
- September 30: Optional faculty responses
- October 1: Once a Chair has completed all of the steps in the process, please submit your department's evaluations to the dean's office. Please email one combined document to artsandsciences@una.edu.

10. A&S Committee Updates:

- **Bylaws:** Dr. Hudiburg reported that the committee should soon complete a draft.
- **Graduate:** Dr. Maynard said all graduate coordinators will complete training on the new software.
- **Budget:** Dr. Maynard reported that all but three of the A&S budget requests were approved by the Strategic Budget Committee. That committee will forward the approved requests to Presidents Kitts, along with a prioritized list.
- **Awards:** Send any suggestions on the awards process to Dr. Olive.
- **Curriculum:** The committee will meet April 30 at 9 am in the Wesleyan Hall Conference Room. This is the last meeting that is scheduled for the spring semester. The deadline to submit proposals is April 20th.

11. Upcoming Dates: Chairs were asked to make sure their faculty/staff are aware of the following A&S events.

- “In the Den” Community College Event, April 15
- A&S Spring Faculty and Staff Meeting: April 20, 3:00 p.m. GUC Performance Center
- A&S Reception and Retirement Honors: May 7, 5:30 –8:30 p.m., Mane Room
- Science Building Open House: April 30, 2:00 –4:00 p.m. for the UNA Community and 4:00 –6 p.m. for the public