

## Department Chair Workshop Minutes

### College of Arts and Sciences

February 3, 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. Jeffrey Bibbee, 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, and Dr. Joy Borah.

1. **EPAFs.** Dr. Maynard thanked departments for following the EFPAF spreadsheet they completed in December. In the future, the spreadsheets will be due when budgets are due. The fall schedule is due March 1<sup>st</sup>. Course release forms will not be needed, because they should be included on the spreadsheet. Make sure course bundling/workloads are clear on the EPAFs.
  - There was a question of whether thesis supervision should count as part of a faculty member's workload. Dr. Maynard said that the graduate council discussed it last spring, but no decision was made. Currently it counts as an independent study.
2. **Declining Enrollment:** Be aggressive in scheduling classes. Decide if you need to offer less sections of a class if enrollment has declined over the last few semesters. Dr. Maynard suggested adding zero cap classes that could be taught by an adjunct if needed.
3. **Room Usage:** Dr. Maynard distributed a room usage report from ARGOS. Once you move out of classroom areas that are in your control, talk to other A&S departments. If you need space outside of A&S and run into issues, please let the Dean's office know about the issue. Dr. Maynard asked that departments work with each other when scheduling general education classes.
4. **Standardized scheduling:** Please make sure your department follows the University's standardized scheduling policies.
5. **Summer Budget Spreadsheets:** Starting next year, the spring and summer schedules will be due at the same time. This will allow students to register for spring and summer semesters together. Dr. Maynard said that most of the departments have emailed Jennifer summer budget spreadsheets that include enrollment projections and projected expenses (salary + benefits). If your department submitted one without these projects, please revise it. Dr. Bullard's spreadsheet template, with formulas already added, will be emailed out today. They will be due to Jennifer by February 17.