

Department Chair Meeting

Minutes

College of Arts and Sciences

February 10, 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, Dr. Brenda Webb. Guest: Dr. Vince Brewton.

- 1. Approval of Minutes from January 17 meeting and the February 3 Workshop.** The minutes were approved by consensus.
- 2. Phone-a-Thon:** Dr. Vince Brewton discussed a phone-a-thon event that is being planned for the beginning of March during which faculty will call already admitted students. There will be a cloud based spreadsheet with the prospective student's information. Other schools are already doing this. An email will be sent to all faculty from either Matt Little or Nicki Yarber with details about the phone-a-thon. Chairs are asked to encourage their faculty to participate.
- 3. COAD Report:** Dr. Maynard attended the last COAD meeting. He reported that COAD has approved definitions for Distance Learning courses. The item is moving to Shared Governance for approval. Dr. Maynard reported that the Family Studies Master's program was certified by COAD.
- 4. External Communications, Best Practices:** Dean Burkhalter asked chairs to discuss what their departments do to communicate with potential and current students. Jennifer will compile a separate document with what the departments discussed, plus items emailed to her this week.
- 5. Registrar's Office Request:** The registrar's office asks that faculty check an advisee's catalog year in Banner during advisement. There was a concern about the deadline to apply for graduation. Currently it is in August if a student wants to graduate in May. Dean Burkhalter said that she would contact Lisa Burton about attending an upcoming Chair meeting to discuss the graduation application date.
- 6. Canvas:** Dr. Maynard reported that many faculty members are not using Canvas. Chairs should encourage their faculty to at least post their class syllabus and gradebook on Canvas. Dr. Garfrerick made a motion to mandate that all Arts and Sciences faculty upload class syllabi to Canvas. Dr. Hudiburg seconded the motion. The motion passed by consensus.
- 7. Quality Matters:** Dr. Maynard is looking for faculty volunteers to complete the Quality Matters training. The dean's office will pay for the training. These faculty members will be

resources for other UNA faculty in regards to best practices for online teaching. Send Dr. Maynard the names of faculty members interested before the next Chair meeting. John McGee will conduct the training.

8. **5 Year Reports:** Dr. Maynard reminded Chairs that if they are completing a 5 Year Report, they must also complete an annual report.
9. **3MT:** Dr. Stenger needs department nominations by March 19th in electronic format. The Arts and Sciences competition will be March 30th and the university wide competition will be April 6th.

10. A&S Committee Updates:

- **Bylaws:** Dr. Hudiburg reported the committee would meet February 16.
- **Graduate:** Dr. Maynard reported that there is a new product that will be integrated into Banner. It will help automate the graduate admissions process.
- **Budget:** Dr. Maynard said that the committee will meet to discuss the departments' budget requests in the next two weeks.
- **Awards:** Dr. Olive reported that the email requesting nominations has been sent to the departments. The committee would prefer to receive one form from each department. The A&S Awards Ceremony will be April 7.
- **Curriculum:** The next meeting will be February 13 at 2 p.m. in the Wesleyan Hall conference room.

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

- Meet & Greet, Holiday Inn Huntsville-Research Park, February 26, 4 p.m. to 7 p.m. The buses will leave UNA at 1:30 pm.
- Mid-semester A&S Party: March 5, 5:30 p.m. –8:30 p.m., Singin' River Brewery
- A&S Awards Ceremony: April 7, 6:00 p.m., GUC
- "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