

Department Chair Meeting

Minutes

College of Arts and Sciences

February 24, 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, Dr. Joy Borah, Dr. Brenda Webb and LTC Cochran Pruett.

1. **Approval of Minutes from February 10, 2015.** The minutes were approved by consensus.
2. **COAD Report:** COAD did not meet due to severe weather.
3. **Huntsville / Madison County Meet and Greet:** This has been cancelled due to the threat of snow. It will be rescheduled for the fall semester.
4. **B.A. Requirement, Foreign Languages:** Dr. Vance said that the Department of Foreign Languages is putting forward a proposal to the A&S Curriculum Committee to change the language requirement for a B.A. from intermediate level language classes to introductory level classes. This will make UNA's program more in line with other colleges in Alabama.
5. **Registrar's Office:** Dean Burkhalter reported that the Registrar's Office will extend the fall registration deadline until August 12th. She has not received a response to how this will effect payment deadlines. Chairs asked how students would receive their PIN if faculty aren't on campus. Summer 2 starts Monday, March 2, 2015. Students who wish to register for Intro to Government or English 111 will need to contact those departments.
6. **Preparations for President Kitts:** Dean Burkhalter said she will give President Kitts a document on the state of the College of Arts and Sciences. She would like every department chair to create a one page document highlighting the department's successes. Please submit this to Jennifer by April 6. The Dean will give the entire document to President Kitts on April 15.
7. **Volunteers for the April 15th "In the Den" Community College Event:** The College of Arts and Sciences will host an event for community college instructors on April 15. Dean Burkhalter will be asking for student and faculty volunteers.
8. **A&S Committee Updates:**
 - **Bylaws:** Dr. Hudiburg reported that the committee's meeting was rescheduled for Friday, February 27 at 2 p.m. due to UNA closing for winter weather.
 - **Graduate:** Dr. Maynard said the committee is working to standardize the application process for all departments.

- **Budget:** Dr. Maynard reported that the committee met February 23rd to review budget requests submitted by A&S departments. He will contact Chairs about the committee's decision on individual proposals. The committee's feedback should make A&S proposals stronger when they are presented to the Strategic Budget Committee.
- **Awards:** Dr. Olive reported that the deadline for nominations is Friday, February 27. The deadline for supporting material is March 13th.
- **Curriculum:** The committee will meet March 13 at 2 p.m. in the Wesleyan Hall Conference Room.

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

- Mid-semester A&S Party: March 12, 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