

Department Chair Meeting Minutes

College of Arts and Sciences

January 13, 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, and LTC Cochran Pruett.

1. **Approval of Minutes from November 11.** The minutes were approved by consensus.
2. **UNA First 30:** Dean Burkhalter explained the new program with Florence City Schools (FCS). The program is an extension of the Early Scholars Program and will include 100 and 200 level courses chosen by FCS. The program will start with the Fall 2015 semester. Most of the classes will be online.
3. **COAD Report:** There will be a Title IX presentation emailed to all faculty, including adjuncts. Anyone who did not attend the training should watch the online presentation. Dr. Birdie Bailey, Dean of the College of Nursing, is retiring June 1, 2015. Departments are reminded to follow class schedule guidelines when creating semester schedules. Dr. Maynard said this topic would be discussed at the February 3 A&S Chair Workshop.
4. **A&S Madison County "Meet & Greet" (Holiday Inn Research Park, February 26, 4:00 p.m. – 7:30 p.m.)** Since Madison County falls outside of the UNA Preview Day area, A&S is holding a Meet and Greet event in Huntsville. Chairs should put it on their calendars. Dr. Bibbee made the suggestion to include Morgan County and Decatur City Schools. Dean Burkhalter discussed a second event for community college instructors. Details are being finalized but the community college event should be in April. Chairs may be asked to identify students who could talk to the instructors.
5. **Update on advising for athletes and honor's students.** Dean Burkhalter said the College of Education wants to explore the idea of splitting the PIN number a student needs to register for classes. This would help with the issue of students registering for classes without talking to advisors. The Dean will discuss it with the Registrar's Office.
6. **Early College Coordinator and Graduate Admissions Coordinator.** Dr. Maynard discussed two new positions. On an interim basis, Dr. Carrie Barske is handling the Graduate Admissions Coordinator position. The Early College Coordinator position will be posted in the next few weeks. This person will work with the First 30 program with Florence City Schools.
7. **Global Studies Certificate approved by ACHE.** Departments interested in developing certificates geared toward international students can move forward.
8. **Nomination for the Faculty Development Leave Committee.** The VPAA's office has requested that the nomination process take place during the spring semester. Please solicit nominations from your department.

- 9. Lion Match.** Dr. Maynard discussed issues with who awards the Lion Match money. The original contract should specify who awards the Lion Match. If it doesn't specify who awards the money, then Student Financial Services will award it. Let Dr. Maynard know if you have issues with Lion Match money. If Chairs do not have copies of the contracts, check with the Dean's office, then with Foundations. Deborah Hensley in Advancement is now over scholarships. She has committed to a March 1, 2015 deadline to get numbers to A&S departments.
- 10. External Communications: Best Practices.** Tabled until the next meeting.
- 11. A&S Committee Updates.**
- a. Curriculum Committee: The next meeting will be February 13 at 2pm in the Wesleyan Hall conference room.
 - b. Budget Committee: Members will get an email this week about an upcoming meeting
 - c. Awards Committee: The banquet will be April 7.
- 12. Upcoming Dates:** Chair Workshop, February 3, 8:00 a.m., Board Room