

## Department Chair Meeting Minutes

### College of Arts and Sciences

January 27, 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 MAJ Leslie Relkin (for Military Science)

1. **Approval of Minutes from January 13.** The minutes were approved by consensus.
2. **COAD Report:** Dean Burkhalter reported that there are no official numbers for the SVRI program yet. Please let HR know if faculty members retiring have questions or concerns about their letter from HR. COAD is collecting data on peer institutions' promotion salary increases. Please email Dean Burkhalter if you know what another institution offers faculty members who receive a promotion in rank. International Affairs has received a \$25,000 grant to Peru for this summer for healthcare students. Dean Burkhalter said that the Department of Psychology made a successful argument that their students are a part of healthcare. Other departments may want to consider this. BIG Marketing has evaluated UNA's current marketing and communication plans. They reported that UNA needs a more centralized marketing plan and someone to conceive the plan and oversee it. The report will go to President Kitts when he assumes his position. COAD and Clinton Carter have discussed adjusting the last student payment date after registration. There is some concern about the impact that change would have on when final numbers are available.
3. **Ebook pilot program:** Dean Burkhalter discussed an ebook pilot program that the bookstore is launching. Students would automatically be charged for the book through the registration process. The bookstore would guarantee that ebook would be less expensive than a print edition. The school's MBA program and the Master's in Education program are looking at implementing it. Dr. Burkhead suggested the freshman writing book for the pilot program, since students don't sell it back to the bookstore. There was discussion on whether the bookstore should offer a subsidized tablet or ebook reader for students. Dr. Stenger said that the math department uses Pearson for ebooks and must rely on their rep for a lot of technical issues that arise. She was concerned about not have a dedicated person to contact when there are issues.
4. **Enrollment data:** Jennifer will email the preliminary data to Chairs this afternoon. The enrollment numbers for Arts and Sciences are better than last year.
5. **Career fair ideas for student participation:** The Office of Career planning asked Dean Burkhalter for ideas on increasing student participation in the UNA Career Fair. There was discussion that the event is too casual and that students look for jobs online, not in person. Dr.

Koti said that the career conversation needed to be started during a student's freshman year. There needs to be more of an emphasis on summer internships.

6. **5 Year Reports:** Dr. Maynard said that each department should have received reports from Dr. Luna's office. Make sure to consider the data when completing budget requests.

7. **External Communications: Best Practices:** Tabled

8. **VPAA Newsletter:** Please send to Dean Burkhalter so she is aware of things happening in your department.

9. **Nominations for university faculty awards and the Eleanor Gaunder Teaching Award:**

Please talk to your department about who to nominate.

**10. A&S Committee Updates:**

- **Bylaws:** Dr. Hudiburg reported the committee would meet January 28
- **Graduate:** Dr. Maynard reported that the committee is establishing equity with assistantships in different departments.
- **Budget:** Dr. Maynard said that the committee has created a form for departments to complete with their budget requests. He emphasized that budget requests need to relate to your department's short or long-term goals. Requests should also be backed –up with data. The A&S committee will vet the proposals before they are sent to the university budget committee. Forms should be sent to Jennifer by February 5. The committee will meet February 16.
- **Awards:** Dr. Olive reported that a single form will be sent to chairs listing awards. Some awards will be decided by the department and others will require nominations. The Awards Ceremony will be April 6.
- **Curriculum:** The next meeting will be February 13 at 2 p.m. in the Wesleyan Hall conference room.

**11. Upcoming Dates**

- Chair Workshop, February 3, 8 a.m. Bibb Graves Board Room
- Meet & Greet, Holiday Inn Huntsville-Research Park, February 26, 4 p.m. to 7 p.m.
- Mid-semester A&S Party: March 5, 5:30 p.m. –8:30 p.m.
- A&S Awards Ceremony: April 7, 6:00 p.m.
- "In the Den" Community College Event, April 15
- A&S Reception and Retirement Honors: May 7, 5:30 –8:30 p.m.