

Department Chair Meeting

Minutes

College of Arts and Sciences

March 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, Dr. Joy Borah, Dr. Brenda Webb and LTC Cochran Pruett. Lisa Burton, Registrar, and Tammy Jacques, Title IX Coordinator, attended as guests.

- 1. Approval of Minutes from February 24, 2015.** The minutes were approved by consensus.
- 2. Lisa Burton, Registrar.** Chairs discussed concerns with registration and PIN numbers.
Chairs discussed the fact that many students would prefer to self-advise and not see their academic advisor for a PIN number. Dr. Bullard asked if there was software available that would work with Banner to enable self-advising. Ms. Burton was not aware of software that would allow the students to agree they are self-advised and assume any risk. Chairs asked how to correct information in CAPP. Ms. Burton advised them to email CAPP@una.edu and briefly give an explanation of the problem. Chairs also indicated that they would like to study the possibility of using DegreeWorks. Dean Burkhalter said that she would discuss it at a future COAD meeting.
- 3. Tammy Jacques, Title IX Coordinator.** Ms. Jacques discussed when a faculty member should contact her office for a possible Title IX issue. She reminded chairs that faculty are mandatory reporters. Even rumors and off-campus incidents should be reported to her office. She will make the decision if they need to take action. Be aware that everything needs to be reported because there may be a pattern of behavior by an individual.
- 4. COAD.** Dr. Maynard attended the last COAD meeting. He reported that the Deans approved language to put on syllabi regarding a student's responsibility for reading email. The issue has been sent to the Shared Governance Committee. Jeremy Britten is working on a customer feedback form for various campus offices. He is working on an automated structure and the project is in the initial stages.
- 5. Quality Matters.** Dr. Maynard reminded chairs to send in faculty volunteers for the Quality Matters Training. Three departments have contacted him with volunteers. This is a great opportunity for faculty to expand their professional development for online instruction. Send Dr. Maynard the names of volunteers before spring break.
- 6. Summer School Budgets.** Dr. Maynard will continue to contact departments with deficits in their summer budgets.

7. Virtual Co-Ops. The Career Center is piloting a virtual co-op program. Please let that department know if you are interested in partnering with them on virtual co-ops.

8. A&S Committee Updates:

- **Bylaws:** Dr. Hudiburg reported that the committee will email a draft to Dr. Maynard.
- **Graduate:** Dr. Maynard said the committee is working to standardize the application process for all departments.
- **Budget:** Dr. Maynard reported that the committee passed 20 A&S budget requests. Those budget requests will be presented to the Strategic Budget Committee in April.
- **Awards:** Dr. Olive reported that the deadline for supporting materials 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.

- 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