

## **Department Chair Meeting**

### **Minutes**

#### **College of Arts and Sciences**

**March 31, 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 March, 10, 2015.** The minutes were approved by consensus.
2. **COAD Report.** COAD did not meet.
3. **Community Outreach List:** Dean Burkhalter reported that Clinton Carter is gathering information to show that UNA does not receive its fair share of money from the state compared to other public universities in Alabama. As part of his argument, he has requested a document that shows A&S community outreach. Dean Burkhalter would like each department to develop a document to show its community outreach. Forward a copy of this document to the Dean's office by April 15<sup>th</sup>.
4. **Early College Coordinator:** LeeAnna Brown is the new A&S Early College Coordinator. She will start April 6<sup>th</sup> in Bibb Graves 217.
5. **Career Carnival:** The Career Carnival will be April 14 from 10am until 2pm. Ms. Brown will coordinate this event once she starts. Dr. Burkhead suggested the Jeopardy game with each department submitting questions.
6. **Course Release:** For grants and professorship course releases, use 12.5% of that faculty member's salary, not just the \$1,800 adjunct fee.
7. **Internships:** Dr. Maynard spoke with Jennifer Smith in the Career Planning office regarding fees for internships that are not for course credit. Her office will waive the fee for this summer. They are willing to discuss a permanent fee waiver. Right now there is a \$40 fee to put the internship on a student's transcript.
8. **Science Building:** Dean Burkhalter said that the President's Cabinet will tour the Science Building at 7:15 pm March 31. Any department chair is welcome to attend.
9. **A&S Committee Updates:**
  - **Bylaws:** Dr. Hudiburg reported that the committee will meet April 1.
  - **Graduate:** Dr. Maynard said the committee is working to standardize the application process for all departments.
  - **Budget:** Dr. Maynard reported that the A&S budget requests were presented to the university committee. That committee will vote on proposals at their next meeting.

- **Awards:** Send any suggestions on the awards process to Dr. Olive.
- **Curriculum:** The committee will meet April 30 at 9 am in the Wesleyan Hall Conference Room. This is the last meeting that is scheduled for the spring semester. The deadline to submit proposals is April 20<sup>th</sup>.

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

- A&S Awards Gala, April 7, 6pm in the GUC Banquet Halls.
- “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