**Department Chair Meeting Minutes**

**College of Arts and Sciences**

July 28, 2010

The meeting was called to order at 2:00 p.m. on Wednesday, July 28, 2010. Dr. Vagn K. Hansen, Dean of the College of Arts and Sciences, presided. Department Chairs present: Ms. Chiong-Yiao Chen, Dr. Paul Kittle, Dr. Brent Olive, Dr. Gregory Pitts, Dr. Tim Carter for Dr. Phil Bridgmon, Dr. Ron Smith, Dr. Craig Christy, Dr. Bill Strong, Dr. Christopher Maynard, Dr. David Muse, Dr. Brenda Webb, Dr. Ed Joubert, Dr. Joy Borah, and Dr. Craig Robertson. Dr. Richard Hudiburg was introduced as the incoming department chair for the Department of Psychology. Debbie Tubbs took the minutes.

Dr. Hansen announced that this would be Dr. Joubert’s last department chair meeting before his retirement and told him how much he appreciated him.

1. **Approval of Minutes.** The minutes from July 14, 2010, were approved by consensus.

2. **Curriculum Proposal from the Department of Communications.** Dr. Pitts made a motion to change the name of TH 210 from Introduction to Theatre **to** *Theatre Appreciation*. The motion was seconded, opened for discussion, and unanimously adopted.

3. **Curriculum Proposals from the Department of Chemistry and Industrial Hygiene**. Dr. Olive made the following motions:

 -Add CH 441 *Biochemistry* to the list of elective courses applicable for a minor in chemistry. The motion was seconded, opened for discussion, and unanimously adopted.

 -Change the title of CH 102/102L **from** Introductory Chemistry **to** *Introduction to Organic and Biochemistry*. The motion was seconded, opened for discussion, and unanimously adopted.

 -Change the prerequisite for CH 311 to include an “or” statement so that the prerequisite reads: Grades of C or better in CH 111, 111L, 112, and 112L or credit for CH 112, 112L and CH 102, 102L. The motion was seconded, opened for discussion, and unanimously adopted.

 -Change the professional chemistry requirement **from** MA 238 **to** MA 238 or MA 355. The motion was seconded, opened for discussion, and unanimously adopted.

 -Add the prerequisite of IH 301 **to** IH 333. The motion was seconded, opened for discussion, and unanimously adopted.

 -Add CIS 125 to the standard list of computer courses prescribed for industrial hygiene so that it mirrors the list for general chemistry in the event of a double major. The motion was seconded, opened for discussion, and unanimously adopted.

4. **Curriculum Proposals from the Department of History and Political Science.** Dr. Maynard made the following motions:

 -Require six hours in U.S. History, six hours in non-U.S. History, and nine hours will be allowed in any history field;

 -Change the course title and description for HI 611 **from** Studies in U.S. History 1607-1865 **to** Studies in U.S. History to 1877;

 -Change the course title and description for HI 612 **from** Studies in U.S. History Since 1865 **to** Studies in U.S. History Since 1877;

 -Change the course title and description for HI 621 **from** Studies in European History to 1815 **to** Studies in World History to 1815;

 -Change the course title and description for HI 622 **from** Studies in European History Since 1815 **to** Studies in World History Since 1815;

 -Inactivate the following courses: HI 537 *Tourism Development in Global Context*, HI 575 *Social Cultural History of U.S. History*, and HI 625 *History and Social Studies in the Secondary School*;

 -Proposed a new course, HI 591 *Internship Practicum,* for MA in History;

 -After reviewing graduate program in history, proposed elimination of the requirement of HI 301 *Historiography*, addition of a type written essay of 250-350 words describing their career goals and areas of historical interest for study in the graduate program, and addition of a writing sample, minimum of four pages, preferably a research or scholarly essay or paper from previous classes. It may also be a sample of professional or creative writing.

The motions were seconded, opened for discussion, and unanimously adopted.

5. **Annual Fund**. Dr. Hansen stated that he has spoken with Melody Stewart and reported that an ongoing objective in the Advance Office is to get more faculty, staff, and students to show financial support. There will be more information coming regarding a competition regarding financial support among the colleges here at UNA.

6. **Verification of Accuracy of Websites.** Dr. Hansen stated that some of our websites are out of date and when checking your department’s websites to please go at least one layer down to verify accuracy.

7. **Policies and Assessment.** Dr. Hansen discussed department chair evaluations and stated he would like to see student evaluations of department chairs’ courses and asked the chairs to make appointments for their evaluations by September 8.

8. **Other.**

 -August 5 UNA Police will conduct a Homeland Security Exercise beginning at noon and will use Wesleyan Hall and Floyd Hall. Dr. Hansen stated that Chief Pastula is asking for volunteers to participate in these exercises. Dr. Hansen asked the department chairs in those buildings to make sure their faculty and staff are aware of these exercises. He also mentioned staff might be permitted to take a long (3 hour) lunch for that afternoon.

 -Reminder of New Faculty Orientation on September 1 at 4:00 p.m.

 -Asked department chairs to look at space availability for regular and late registration.

 -Reminder of commissioning of cadet on August 4 from ROTC in the Memorial Amphitheatre.

The meeting was adjourned at 3:37 p.m.

Minutes were submitted to Dr. Hansen on September 15, 2010.

Minutes were approved by Dr. Hansen on September 24, 2010.

Minutes were submitted for approval by department chairs on September 28, 2010.