**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**June 14, 2011**

The meeting was called to order at 2:01 p.m. on Tuesday, June 14, 2011. 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. Jim Martin for Dr. Gregory Pitts, Ms. Janine Love for Dr. Phil Bridgmon, Dr. Ron Smith, Dr. Robert Garfrerick, Dr. Claudia Vance for Dr. Craig Christy, Dr. Bill Strong, Dr. Christopher Maynard, Dr. David Muse, Dr. David McCullough, Dr. Brenda Webb, Dr. Richard Hudiburg, Dr. Joy Borah, and Dr. Jerri Bullard for Dr. Craig Robertson. Debbie Tubbs took the minutes.

Dr. Hansen recognized and welcomed the various people acting as proxies at this meeting.

1. **Kenda Rusevlyan - MFT**. Kenda introduced herself as the Testing Coordinator and reminded the group that beginning in the fall she would be sending emails and coordinating dates and inventory for the MFT. She passed around a sheet with current inventory numbers for each department. She reminded the department chairs that she was there to help them, the importance of never compromising their password to students to log on, discussed with them cohorts and the necessity of closing the cohorts as quickly as possible to receive assessment reports, and her willingness to help them in finding a proctor for on-line students who live outside our driving area. She asked the department chairs their preference in who to send emails to and they indicated that both their administrative assistants and they should receive the emails. Dr. Hansen thanked her for attending and sharing this information.

2. **Approval of Minutes from April 26, 2011.** The minutes were approved by consensus.

3. **COAD**. Dr. Hansen reported that the COAD met this morning and the following topics were discussed:

 -Collier Library hours during the intersession periods was discussed and if your department sees a need for additional hours, please let Dr. Hansen know.

 -A change in the drop/add approvals will state, “Approval for change must be secured from the instructor and department chair or dean of the college in which enrolled.” This revision adds department chair as an approval option.

 -Suspension I. Students will now have the option during their first suspension of either sitting out a semester or choosing an active suspension. During the active suspension, students would be permitted to take a specified number of specific courses with more intrusive advising. It will be up to the Registrar’s Office to notify these students. Records will be kept to provide dollars to go toward advising.

 -Randy Horn reported that they are low on replacement PCs, labs are being switched to GoPrint, and maintenance contracts for networked printers are in the works and there will be no supply costs to the departments through these vendors. They have identified networked printers thru software.

 -The East Campus has transitioned to voice over telephones as well as Computer Services. The UNA Police Department will transition next as well as new buildings.

4. **Science Building Design Process.** Dr. Hansen stated he wanted to update everyone on the progress on the planning of the science building and expressed thanks to the science department chairs and Debbie for setting up the recent meetings with x-nth now exp (science consultants) to plan specific designs of the laboratories. These consultants will next be on campus July 12-15. He shared that the design process lasts quite a while and then the bid process will begin. A cost analysis is simultaneously occurring so the end results won’t be such a huge shock.

5. **UNA Summer Theatre/Black Box Theatre.** Dr. Hansen asked Dr. McCullough to discuss this. Dr. McCullough stated that work has begun on the black box Theatre and invited the group to drive by and observe the work in progress with a planned February 2012 completion. He discussed the past problems with scheduling Norton Auditorium because of all the many inside and outside reservations for this space. Dr. McCullough also discussed the Summer Theatre and the new thrust which is to have established professionals help act and produce one masterpiece each summer with this year’s production of *Death of a Salesman* and next year’s schedule production of *A Street Car Named Desire.* There is much excitement about these productions and the current professionals who bring much to the program. He stated this year’s program is a very good production and asked the group to make plans to attend. There will be evening performances on June 23-25 with a Sunday matinee on June 26. He asked the group to please help spread the news and recognized our own Charlton James as one of the established actors and stage craftsman.

6. **Copies of Department Chairs’ Teaching Evaluations for Last Summer, Fall, and Spring Needed for Evaluation.** Dr. Hansen asked each department chair to get copies of their last years’ evaluations to him. He will schedule a time to look at what the chairs have turned in and go over Faculty Evaluation Reports.

7. **MPS Update.** Dr. Hansen reported that work is continuing on the Master of Profession Studies (MPS) degree. This master’s program will be useful in a variety of professions and offer the skills and diversity for decision making while allowing students to study for special interests. This program can be taken entirely online. The intent is to get the proposal to ACHE by the August deadline for the December meeting. He expressed the hope that this program will be a good complement to our other graduate programs.

8. **Other.**

 **-**Dr. Hansen reported that the Board of Trustees approved a 3% salary increase for UNA employees. This increase will offset the legislature’s mandatory increase in individual retirement contributions of 2% this year and .5% next year. Dr. Kittle asked if UNA will have to match the increase in retirement contributions and there was no answer.

 **-**Brenda Webb stated that funding will still be available for the Staff Plan which was approved by the salary issues committee. The Strategic Planning and Budget Study Committee is still looking at the faculty issues and stated there are fewer issues at the assistant level and are more complex at the higher levels. While talk is ongoing, it is unlikely that there will be action on discipline specific issues.

 -A question came up in COAD regarding the assurance of quality teaching in distance learning courses and how to separate better courses and best practices.

 -For SACS requirements in the future it will be necessary to verify that the students graduating in distance learning courses are the students who are actually taking the courses.

 -A committee is now looking at online courses for students with disabilities.

 -There was a desire expressed to have every course evaluation the same and mandatory for everyone online.

 -There was a question as to what happened to open enrollment and why students have to wait until July 5 to register for July courses and until fall to register for fall courses.

 -There was a report on continuing problems with textbooks not being listed on the bookstore website and the campus bookstore still not promptly sharing textbook orders with other bookstores.

 -There was a question as to when last year’s other portion of roll-over money was going to be released. Dr. Hansen reported that he has heard that the money was used to offset proration. There was widespread sentiment that if this were the case, all money would be spent in the future for supplies. There was disappointment expressed that money saved in good faith to purchase larger items was gone.

The meeting was adjourned at 3:16 p.m.