**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**June 28, 2011**

The meeting was called to order at 2:00 p.m. on Tuesday, June 28, 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. Crescente Figueroa for Dr. Brent Olive, Dr. Gregory Pitts, Dr. Phil Bridgmon, Dr. Ron Smith, Dr. Robert Garfrerick, Dr. Craig Christy, Dr. Bill Strong, Dr. Jeffrey Bibbee for Dr. Christopher Maynard, Dr. David Muse, Major Leslie Nelson for Colonel Michael Snyder, Dr. David McCullough, Dr. Brenda Webb, Dr. Richard Hudiburg, Dr. Joy Borah, and Dr. Craig Robertson. Debbie Tubbs took the minutes.

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

1. **Approval of Minutes from June 14, 2011.** The minutes were approved by consensus.

2. **COAD**. Dr. Hansen reported that the COAD met on June 27 and the following topics were discussed:

 -Dr. Bridgmon gave a QEP update (more later on the agenda)

 -Dr. Thornell discussed official absences requested during summer on class days and expressed concern because of the short time period. It was discussed that weekends should be utilized to minimize group absences.

 -Collier Library will expand its operating hours from 7:30 a.m. to 4:00 p.m. Monday through Friday during the May Intersession.

 -Dr. Hansen presented information on Reverse Transfers which would allow a student transferring to us from a community college to transfer some of our hours back to the community college in order for the student to receive an Associate Degree. UNA is investigating the process and Dr. Hansen welcomes ideas.

3. **Curriculum Change Proposals from the Department of Physics and Earth Science.** Dr. Webb proposed a change in credit hours in PH 480-489 from 6 credit hours to 1-6 credit hours to provide flexibility in meeting students’ needs and interest and a change in credit hours from the former PH 580-581, 3 credit hours to PH 580-589, 1-6 credit hours. The motion was seconded, opened for discussion and unanimously adopted.

4. **Curriculum Change Proposal from the Department of Mathematics and Computer Science**. Dr. Muse moved to accept the proposed new course, MA/CS 525 (3), Methods and Materials for Teaching Secondary Mathematics and the motion was seconded. Dr. Muse explained that this course will help satisfy the State Department of Education requirements for the AltA program requirements on/after August 1, 2011. This course will have higher standards in the writing aspects. Dr. Hansen mentioned that other departments may need to look at education courses in their areas and in some cases, the courses might need to go from 300 level to 400/500 level. The motion was unanimously adopted.

 While on this topic, Dr. Hansen reminded the group of the need to certify recent experience in the public school classroom in order to teach methods courses for education. The letters certifying the experience should be sent to the College of Education. There is an informal agreement that 10 hours per semester in public school classrooms will meet SDE expectations.

5. **QEP.** Dr. Hansen asked Dr. Bridgmon to give an update and the highlights were: a draft of the QEP plan is ready to share with the development committee and SACS VP Marcy Stoll; QEP Director has been hired – Lisa Keys-Mathews; videoconference in July; and a reminder that February 2012 is our visit. There were questions and shared experiences with the report.

6. **Other.**

 **-**Dr. McCullough reported on problems with custodial services that have been bad and are getting worse. There was expressed sentiment that the quality of custodial services be added to the faculty survey and that the problems should be brought to Mr. David Shields’ attention.

The meeting was adjourned at 2:57 p.m.