**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**June 12, 2012**

The meeting was called to order at 2:00 p.m. on Tuesday, June 12, 2012. 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. Larry Adams, Dr. Robert Garfrerick, Dr. Craig Christy, Dr. Michael Pretes for Dr. Bill Strong, Dr. Christopher Maynard, Dr. David Muse, Dr. David McCullough, Dr. Mel Blake for Dr. Brenda Webb, Dr. Richard Hudiburg, Ms. Jacqueline Winston for Dr. Joy Borah, and Dr. Craig Robertson. Debbie Tubbs took the minutes.

1. **Approval of Minutes from April 10, 2012.** The minutes were approved by consensus.
2. **Curriculum Change Proposal from the Department of Sociology.** Dr. Robertson made a motion to change the name of their department to the Department of Sociology and Family Studies and the motion was seconded. During discussion Dr. Robertson explained that the name change had been in the making over several years with a new hire, a new family studies minor, and a certificate program in Family Life Education Certification. The department is now ready to market the current academic and curricular strengths of the department as well as function to introduce to students the options that are available within the department. There were a couple of concerns voiced. One regarded certificate programs and the value to students which was addressed and supported by others. The second concern was changing the name of a department to include a discipline in which we don’t offer a major. When put to a voice vote, the motion was adopted.
3. **Summer Session 2012.** Dr. Hansen discussed that he had been concerned about summer enrollments but asked Debbie to do some calculations and our college is looking fine for May, June, and Regular terms. During discussion of this topic there was concern expressed: 1) that there is not continuous registration for undergraduate students; 2) there should be no PIN required for summer terms only; 3) numerous statements in favor of an option for self-advising for all students except incoming freshmen and graduating seniors; 4) check-sheets should be clearly marked as to the catalog year and exactly match what is in the catalog for that year; 5) stop purging student’s schedules until after late registration; and 6) a suggestion that department chairs go to a twelve-month contract to enable advising and helping students during times between semesters.
4. **Department Chair Evaluations from Institutional Research Office**. Dr. Hansen stated that he had received an email with the results from the department chair evaluations and he would send them out to the department chairs in the next few days. He noted that in a lot of cases, the N was very small. He noted that smaller departments felt at a disadvantage regarding anonymity and by sending these evaluation results back with comments included, he was assuming that the department chairs would have no hard feelings and not try to identify who made the comments but rather take the information and try to improve in those areas.
5. **AASCU's American Democracy Project.** Dr. Hansen reported from the conference he attended last week and shared information on ways other universities are promoting civic education to students. He stated that he will be getting in touch with some departments with ideas or if anyone has ideas or interest in this topic, he would love to hear from them.

1. **Other**.
* Dr. Kittle asked about annual reports and Dr. Hansen confirmed that for now, the deadline is July 2 (Note: Dr. Luna has since sent an email with a June 29 deadline). Dr. Hansen shared that there are discussions regarding going to a two-year plan with a deadline of September 30. There was also a question regarding the general education evaluation.
* Dr. Hudiburg brought up the frustration that his faculty experience in having to report the same information twice about the last day a student attending class in case of a grade of F because of a quirk in Banner that either does not save the information or that the student financial aid personnel cannot access.

The meeting was adjourned at 3:14 p.m.