**Department Chair Meeting Minutes**

**College of Arts and Sciences**

**June 11, 2013**

The meeting was called to order at 2:03 p.m. on Tuesday, June 11, 2013. 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, Mr. Wayne Bergeron, Dr. Larry Adams, Dr. Bob Garfrerick, Dr. Claudia Vance, Dr. Francis Koti, Dr. Christopher Maynard, Dr. Cindy Stenger, COL Rae Atencio for LTC Mike Snyder, Dr. David McCullough, Dr. Richard Hudiburg, Dr. Joy Borah, and Dr. Jerri Bullard. Debbie Tubbs took the minutes.

1. **Approval of Minutes from April 30, 2013**. The minutes were approved by consensus.

2. **Summer Preregistration End Date.** Dr. Hansen stated that Dr. Hudiburg had asked for this item to be placed on the agenda and asked Dr. Hudiburg to start the conversation. Dr. Hudiburg expressed concern that advisement/preregistration continues through finals and into the break when faculty are not on campus. Other concerns expressed by the group were students only having one day to register for June/Regular terms and one day for July, as well as the question of why not conduct continuous registration for July during the month of June. Discussion evolved into the question of “if preregistration is continuous for all semesters, ask the Student Success Center to advise any student that has not already seen their own advisor by the last day of classes.” There was additional concern expressed that department chairs have received complaints from students/faculty who take/teach classes in the May and August Intersession and have no support (as in department chairs, administrative assistants, etc.). Dr. Hansen recognized that from his point of view 12-month department chairs would be ideal but the possibility of UNA being able to afford the salary cost increase was slim. He asked about advising by email as an option and realized that any time business is done by faculty and department chairs during a break it is a donation of their time and he does want to express his appreciation. There was strong interest in approaching Dr. Calhoun to discuss the possibility of the Student Success Center handling advisement during the time period of finals and semester breaks.

3. **Summer School Pay Policy**. Dr. Hansen stated that he thinks this summer is the most difficult beginning to any summer session that he can remember. He asked Dr. Bullard for enrollment numbers and she stated that in June 2012 there were 2,751 students enrolled and for June 2013 there are 2,717 students enrolled. Credit hour production will be analyzed in July and a truer picture may emerge. Concern was expressed by department chairs at the cancellation of classes with seven students or higher and that adjunct pay was offered to full-time faculty in order to keep classes with enrollments below ten. The *Faculty Handbook* was cited and Dr. Hansen stated that in the future he would no longer make this type of offer. The department chairs strongly indicated that they should be consulted and the overview of the department be taken into consideration before classes are cancelled. There was discussion of our college breaking even and Dr. Hansen reminded the group that we are required to cover some expenses of the academic year with summer revenues. The department chairs also indicated that they would like for a policy to be in the *Faculty Handbook* stating what size courses need to be and would like to see faculty contracts issued before the summer terms begin.

4. **Homecoming 2013.** Dr. Hansen stated that the Advancement Office has expressed a desire for more departmental/college activities during Homecoming. He asked Dr. Koti to share with the group the type of activities that they offer and Dr. Koti talked about the scholarly and social activities centered on the two-day exhibitions they typically host. Dr. Hansen asked all departments or clusters of departments to be thinking of ways they could get their alumni to visit during Homecoming 2013. He shared last year’s homecoming schedule with the chairs and asked them plan their activities to fill in the “holes” or plan around the activities that are scheduled every year.

5. **Report from COAD**. Dr. Hansen stated the COAD will meet tomorrow and he will report on this at our next meeting.

6. Other

-Dr. Hansen asked Dr. Koti to share with the group the on-line training his department received. Dr. Koti stated that Natasha Lindsey had sent an email offering training sessions and his department was really impressed with the course templates and will start using them for off-line, on-line, and hybrid courses beginning fall 2013. A few other department chairs shared that they also are using these templates and were pleased with the results.

-Dr. Webb expressed her appreciation of President Cale working hard to obtain cost-of-living raises for the faculty and staff. Dr. Hansen supported this sentiment and shared pertinent events at the Board of Trustees meeting.

The meeting adjourned at 3:50 p.m.