

**Department Chair Meeting Minutes**  
**College of Arts and Sciences**  
**July 23, 2013**

The meeting was called to order at 2:00 p.m. on Tuesday, July 23, 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. Gregory Pitts, Mr. Wayne Bergeron, Dr. Larry Adams, Dr. Bob Garfrerick, Dr. Claudia Vance, Dr. Francis Koti, Dr. Christopher Maynard, Ms. Marlow McCullough for Dr. Cindy Stenger, Dr. David McCullough, Dr. Richard Hudiburg, Dr. Joy Borah, and Dr. Jerri Bullard. Debbie Tubbs took the minutes.

1. **Approval of Minutes from June 25, 2013.** The minutes were approved by consensus.
2. **Curriculum Change Proposals from the Department of Entertainment Industry.** Dr. Garfrerick made a motion to consider the proposals for ENT 490 and ENT 495 as one and moved for approval. The proposal for ENT 495 *Entertainment Internship/Practicum* is to change prerequisites and change from 3 to 3-6 credit hours; ENT 490 *Special Topics* is to change the wording to "May be repeated, but may not exceed a total of ~~three~~ **nine** semester hours." The motion was seconded, opened for discussion, and unanimously adopted.

Dr. Hansen stated that the remainder of the agenda items was discussed at the last COAD meeting.

3. **Skype Interviews for Departments.** Dr. Hansen stated the Search Process for On-Campus Faculty Interviews has been revised to include Skype as a step in the interview process between telephone interviews and on-campus interviews. He added that he would go out on a limb to say that Skype could replace telephone interviews to save a step and add a personal touch. He informed the chairs that he would be looking at obtaining the needed equipment for our conference room to conduct Skype interviews and would make the room available for these interviews. A couple of departments noted they used Skype in recent interviews and used their computer monitors.
4. **Mileage Adjustments for Adjuncts.** There is a proposal to be sent to Shared Governance to send to Faculty Senate to clarify that mileage paid to adjuncts is strictly for the purpose of coming to UNA. Concerns have been raised that some adjuncts who live more than 50 miles away but are already working at another job in the Florence area are still receiving the travel allotment.
5. **Study Abroad.** In the past, study abroad has been handled in many different ways, but beginning spring 2014, deans will play a much larger role in the approval process. Before any study abroad classes are built into the schedule, there must be discussion between the professor, department chair, and dean. Items such as early, nonrefundable deposits, costs to students, built in professor costs, and numbers of students to make the study abroad possible will be included in these discussions. There must also be an agreed upon deadline for go/no go on these type courses. He stated a policy manual will be made available for all departments. Mr. Bergeron asked about billing for these trips so students on certain scholarships or financial aid could participate. Dr. Maynard shared his department's experience with building all expenses with the exception of plane travel into the cost of the trips (students must arrange their own flight due to insurance concerns). Dr. Koti expressed the desire for Dr. Zhang to coordinate these trips and Dr. Maynard shared that when approached about this possibility in the past, Dr. Zhang shared that he did not have sufficient personnel to handle this coordination. Dr. Adams shared that Ms. Dodson starts planning for these trips at least one year in advance. Most of the departments shared that they use agency accounts set up for each trip. Dr. Hansen stressed the need for faculty to keep receipts. Dr. Hansen stated there will be a meeting in September to further discuss study abroad with interested departments.



6. **Report from COAD.** Dr. Hansen reported the COAD met on July 9 and discussed the following:
- Identification of distance learning students and the need for transparency in informing students upfront if there are charges for this identification, as required by SACS and the federal government
  - A proposal for data collection on DL courses taught at UNA
  - Alabama Senate Bill 286 as it pertains to UNA and firearms [Mr. Bergeron stated that Mr. Pastula affirmed to him that UNA can set their own rules}
  - Acceptance of general education credit from public four-year institution in Alabama was confirmed
  - Proposed new student housing is under consideration from firms who would own the housing for a set number of years. The housing would be built on UNA property [two sites under consideration, one near Appleby, the other adjacent to Mattielou].
  - Advancement Gift Bay - Dr. Hansen passed out a mockup of a future webpage for the UNA Gift Bay. He mentioned that in the past he had asked for wish lists and received large dollar gift suggestions but now needed smaller dollar gift suggestions and asked chairs to get this information to him in the next few days. The department chairs discussed concerns that especially in the College of Arts and Sciences, the requests not be made for the college but rather for individual departments and Dr. Hansen stated he would relay this request to Barbie.
7. Other
- Dr. Kittle asked about summer enrollment and Dr. Bullard stated overall enrollment was down 66 students. She has not calculated credit hour production but will have that data in September.
  - Dr. Bullard shared her intent to contact Ben Baker to see if he would send an email reminding students to divide their financial aid into three sums in order to have money available for summer. Another idea shared was to ask financial aid to automatically divide the financial aid into three sums and students would have to prompt the financial aid office to move it to two sums if they expressed no intentions of attending summer school.
  - Mr. Bergeron shared information on a conference of futurists he attended. He offered any department interested in cross division/cross listing to get in contact with him. Dr. Hansen noted that there is interest in developing a sustainability proposal and this might tie into the futurists' area.
  - Dr. Maynard shared that their department is sponsoring UNA's celebration of 50 years of desegregation the week of September 9-13. As part of this celebration, they will have a graduate student paper/presentation/panel on Friday, September 13 and welcome proposals for graduate or undergraduate paper/presentations.
  - Dr. Garfrerick shared that in observation of Handy Week, the Mane Room will host the Handy All-Stars on Friday, July 26 beginning at 8:00 p.m. Tickets are \$5.00 and the session will be recorded. He stated that this has the potential to be a historic event and encouraged everyone to attend.
  - Dr. Kittle shared new that the *Chronicle* published their list of the top 100 best places to work and UNA made the list. Only three schools in Alabama made the list and Montevallo and Troy were also included.

Dr. Hansen thanked Wayne Bergeron for his wonderful job as interim chair for the past year. He stated that Wayne had agreed to do the job for one year and he kept the department running smoothly while working on his doctorate and many other obligations. Dr. Hansen announced that starting August 1, Yaschica Williams will take over the Department of Criminal Justice as Interim Department Chair. He added that three other department chairs had received reappointment: Brent Olive, Greg Pitts, and Bob Garfrerick. Dr. Hansen stated he wanted to take this opportunity to thank all the department chairs for the remarkable jobs they do in their departments. He stated he truly appreciated all the hard work that goes into their jobs.

The meeting adjourned at 3:11 p.m.



from Barbie 7/3/13



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