

Department Chair Meeting Minutes
College of Arts and Sciences
June 25, 2013

The meeting was called to order at 2:03 p.m. on Tuesday, June 25, 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, Dr. David McCullough, Dr. Richard Hudiburg, Dr. Joy Borah, and Dr. May Takeuchi for Dr. Jerri Bullard. Debbie Tubbs took the minutes.

1. **Approval of Minutes from June 11, 2013.** The minutes were approved by consensus.
2. **Adjunct Travel Costs.** Dr. Thornell asked the deans to remind department chairs to be cognizant when hiring adjuncts of the associated travel costs for faculty that live more than 50 miles from UNA. The COAD are looking at possible changes to the *Faculty Handbook* regarding travel reimbursements to adjunct faculty but any suggested changes will go through the Faculty Senate.
3. **CIP Codes.** Classification of Instruction Programs (CIP) was established in the 1980s as a way to consistently identify academic programs. The first two digits before the decimal represent the general category of knowledge with the four digits after the decimal providing more specific knowledge. These CIPs are administered by IPEDS, to whom universities report data to each year. When preparing FCCs for new faculty and adjuncts, department chairs must assign a CIP to the faculty for their Ph.D. and/or Master's degree. If the faculty graduated from an Alabama university, Dr. Hansen asked the chairs to go to the ACHE website (<http://www.ache.alabama.gov>) and use their program inventory for the specific school (a handout was provided). If the faculty graduated from an institution outside of Alabama, he asked the chairs to use the CIP Wizard (<http://nces.ed.gov/ipeds/cipcode/wizard>) and provided a handout on which information to fill in/click on so all department chairs provide consistent information. The CIP provided must match what the university granted the degree in. Dr. Hansen reminded the chairs that many of their adjuncts got their degrees from UNA and received M.A.Ed. degrees and the CIP would be education's 13.1205.
4. **Report from COAD.** Dr. Hansen stated the COAD had met twice since our last meeting.
June 12:
 - Ethan gave an update from IT and 100 new PCs have been ordered and all old Gateway computers will be replaced by the end of December. He reported that a business process analysis by Elucian (Banner) is being discussed. This would be a campus-wide analysis of how UN A can make use of software already purchased and not used and what modules would complement the current Banner software. Also, work continues on the transient workflow process and will probably not be put into place until the fall of 2014 when the most recent version of the transient procedure goes into the *Undergraduate Catalog*.
 - Alabama community colleges articulation agreements were discussed.
 - Graduate students participating in early walking in commencement ceremonies will be left up to deans. Dr. Hansen stated he will defer to each individual department chair with the graduate student asking to walk early.
 - Compensation for faculty members directing graduate theses will be left up to each individual college.
 - Isbell Scholar procedures continue to be refined.New faculty orientation continues to be discussed and there will be a luncheon for the new faculty on August 19 from 12:30-1:30. Dr. Hansen asks that each department with new faculty send Debbie the faculty's mailing and email address. Dr. Hansen asked for the chairs' input into what they think orientation should include and answers included student engagement, a realization that new faculty are a continuation of people's work before them, knowledge of shared governance, physical orientation to campus, and success stories of past and present faculty.

- The COB relationship with Columbia Southern University was discussed.
- Proposed revisions to the *Faculty Handbook* were approved in COAD regarding the Affordable Care Act and the need to ensure that adjunct faculty work 29 hours per week or less. The suggested changes will go through shared governance.
- UNA's AGSC/STARS representative for transfer appeals had been Sue Wilson and will now be Thomas Calhoun.
- CAAP exam will no longer be given at UNA beginning with the fall 2103 semester.

June 24:

- The Freddie Wood Center for Geographical Research and the Centre for British Studies were approved through the Curriculum Committee.
- SACS Standards 4.8.2 and 4.8.3 were discussed in relationship to online classes requiring fees to establish identification of students and these fees being disclosed before students sign up for online classes. [Dr. Adams shared that the Department of English does require the identification of students and the fee is stated on the syllabus and online. Dr. Hansen stated that this should also probably be placed in the catalog. Discussion included proctoring of online tests, associated costs, etc.]
- Deans were asked to identify classes with 100-seat occupancy that might utilize the tiered lecture room in the Academic and Student Commons and communicate course name and proposed day and time to Phyllis Underwood who is developing a room utilization chart for the classroom. Dr. Hansen asked the department chairs to be thinking if this would work for any of their classes and if so, to get the information to him by July 2. The room should be available spring or fall of 2014.
- Dr. Thornell provided an update on the recent SACS Board of Directors meeting. He noted a trend in private schools adding master's and even doctorate programs and encourages UNA to be aggressive and creative in pursuing graduate programs that are attractive to students.
- Melvin Davis reported that a new circulation system has now been put on rush because the old system is failing.

5. Other

- International Students. Following a discussion with Karen Kennedy regarding international students and the impact of cancelling June courses, Debbie talked with Echo Yang, International Admissions Advisor, and Monica Marthaler, Executive Assistant to Dr. Zhang. They shared the need for their ESL students to have face-to-face classes and if departments during the May/June terms need additional students in order to not cancel classes, if they will call Monica at 4898, she may be able to steer international students into those classes. Their critical need times are May/June/March. They are especially interested in English, music and art appreciation, geography, math, and history classes.
- New Faculty Mentors. Dr. Hansen asked if any departments currently assign new faculty to an experienced mentor and a couple of departments answered in the affirmative (English and Mathematics). Dr. Hansen stated that all departments should do this and suggested they contact the departments that already do this if they have questions.
- Dr. Koti asked about a depository at UNA for master's theses and Dr. Adams and Dr. Maynard said they currently use the University of Michigan's depository that can be accessed through UNA's library. Dr. Maynard pointed out the need for their graduates to be able to have a "check box" that lets them opt out of having the full paper published, only the abstract, because some publishing companies will not accept articles for publication if they have been "published" elsewhere. Discussion continued that other departments in Arts and Sciences require that at least two copies of the master thesis be bound and one placed in the library and one copy given to the department. Dr. Hansen suggested that Dr. Koti talk with his department about similar requirements.
- Dr. Bergeron asked about federal work study monies and Dr. Hansen stated that deans have been given the new responsibility of allocating their allotment of federal work study monies received based on FTE. He stated that he will be getting together with department chairs in the near future to discuss this.
- Dr. McCullough explained why music students are now the first to be called during SOAR :)
- Dr. Olive asked about the due date for the annual report [September 15].

-Dr. Hudiburg asked about the June 30 deadline for the general education report and Dr. Hansen stated that we seem to be in a period of transition. The University major goals were reported to be presented June 30 or not later than November.

The meeting adjourned at 3:40 p.m.

Approved on July 23, 2013
Debbie Julius

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Alabama Academic Program Inventory

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- ☐ Forging Strategic Alliances
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Paying for college
- ☐ A Study of Pell Grants in Alabama
- ☐ Public Institutions Monthly Expenditures
Increase transparency in state government
- ☐ Remedial Education
- ☐ Federal Stimulus Package
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6/14/2012

ALABAMA COMMISSION ON HIGHER EDUCATION

PROGRAM INVENTORY

University of North Alabama

<u>CIP</u>	<u>FIELD OF STUDY/PROGRAM TITLE</u>	Current as of March 15, 2013	<u>DEGREES OFFERED</u>	<u>STATUS</u>
09.0101	SPEECH COMMUNICATION AND RHETORIC. COMMUNICATION ARTS		B.A. / B.S.	
09.0102	MASS COMMUNICATION/MEDIA STUDIES. MASS COMMUNICATION		B.S. / B.A.	
11.0101	COMPUTER AND INFORMATION SCIENCES, GENERAL. COMPUTER SCIENCE		B.S.C.S.	
13.0101	EDUCATION, GENERAL. EDUCATION, GENERAL		Ed.S.	
13.0401	EDUCATIONAL LEADERSHIP AND ADMINISTRATION, GENERAL. INSTRUCTIONAL LEADERSHIP		M.A.Ed.	
13.1001	SPECIAL EDUCATION AND TEACHING, GENERAL. SPECIAL EDUCATION		M.A.Ed.	
13.1101	COUNSELOR EDUCATION/SCHOOL COUNSELING AND GUIDANCE SERVICES. COUNSELING		M.A.Ed.	
13.1202	ELEMENTARY EDUCATION AND TEACHING. ELEMENTARY EDUCATION ELEMENTARY EDUCATION		B.S.Ed. M.A.Ed.	
13.1205	SECONDARY EDUCATION AND TEACHING. SECONDARY EDUCATION SECONDARY EDUCATION		B.S.Ed. M.A.Ed.	
13.1206	TEACHER EDUCATION, MULTIPLE LEVELS. TEACHER EDUCATION MULTIPLE LEVEL N-12 TEACHER EDUCATION MULTIPLE LEVEL N-12		B.S.Ed. M.A.Ed.	
16.0101	FOREIGN LANGUAGES AND LITERATURES, GENERAL. FOREIGN LANGUAGES		B.A.	
19.0101	FAMILY AND CONSUMER SCIENCES/HUMAN SCIENCES, GENERAL. HUMAN ENVIRONMENTAL SCIENCES		B.S.	
23.0101	ENGLISH LANGUAGE AND LITERATURE, GENERAL. ENGLISH ENGLISH		B.S. / B.A. M.A.	
26.0101	BIOLOGY/BIOLOGICAL SCIENCES, GENERAL. BIOLOGY		B.A. / B.S.	
26.1302	MARINE BIOLOGY AND BIOLOGICAL OCEANOGRAPHY. MARINE BIOLOGY		B.A. / B.S.	
27.0101	MATHEMATICS, GENERAL. MATHEMATICS		B.S. / B.A.	
30.0000	MULTI-INTERDISCIPLINARY STUDIES, GENERAL. INTERDISCIPLINARY STUDIES PROFESSIONAL STUDIES		B.I.S. M.Pr.S.	12/9/11
31.9999	PARKS, RECREATION, LEISURE, AND FITNESS STUDIES, OTHER. HEALTH, PE & RECREATION HEALTH AND HUMAN PERFORMANCE		B.S. M.S.	
40.0501	CHEMISTRY, GENERAL. CHEMISTRY		B.S. / B.A.	
40.0801	PHYSICS, GENERAL. PHYSICS		B.A. / B.S.	
40.9999	PHYSICAL SCIENCES, OTHER. INDUSTRIAL HYGIENE		B.S. / B.A.	
42.0101	PSYCHOLOGY, GENERAL. PSYCHOLOGY		B.A. / B.S.	



CIP WIZARD

CIP 2010 [\(Change year\)](#)

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[Help](#)

Welcome to the CIP Wizard!

View or download a report on how a specified set of CIP codes map to the new version of the CIP. You may select to view a report based on the CIP codes your institution submitted for the last three IPEDS Completion Surveys, or you may create a custom report by uploading, pasting, or selecting codes one-by-one. Please begin by identifying your institution.

Start here...

Begin by identifying your institution by UnitID or name.

Non-institution personnel may select any school to begin.

Enter UnitID:

OR...

Enter four or more characters to begin the search. A list of matching institutions will be shown as you type. Click "Select" to choose an institution and continue.

Institution:

nces.ed.gov



CIP WIZARD

#2

CIP 2010 University of Michigan-Ann Arbor[Close Window](#)[Wizard Home](#) [Help](#)

Main Menu

Please select which type of report you would like to create and click 'Next.'

What would you like to do?

☒ **Get My CIP Code Summary Report**

Select this option to view a report based on the CIP codes your institution submitted for the last three IPEDS Completion Surveys.

☐ **Create Custom CIP Code Summary Report**

Select this option to specify which CIP codes to see on a report by uploading, pasting, or selecting codes one-by-one.

[Next](#)



CIP WIZARD

CIP 2010

University of Michigan-Ann Arbor

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My CIP Code Summary Report

The following report was generated based on the CIP codes your institution submitted for the last three IPEDS Completion Surveys. Please view each tab to see which codes had no substantive changes, moved, were deleted, or are new codes that may be of interest to you. The entire report may be downloaded in Word format. Additionally, the report data may be downloaded in Excel format.

Summary

Your institution submitted 229 unique CIP Code(s) from CIP 2000 on the last three IPEDS Completion Surveys. The following summary information is available:

213 - no substantive changes
 14 - moved to a new location
 3 - deleted

Additionally, 151 new code(s) may be of interest to you based upon the CIP Code(s) your institution submitted for the last three IPEDS Completion Surveys.

#1	2	3	4
No Substantive Changes	Moved	Deleted	Suggested New Codes

Report/Data Downloads

- [Download/Print Report](#) ?
- [Download Report Data](#) ?
- [Save Codes for Upload](#) ?

CIP Codes with no substantive changes.

Note: While these CIP codes have not been moved or deleted, some of them may have had some minor changes to their title or definition. A check mark indicates whether the CIP has had its title or definition changed.

- ✓ CIP Title or Definition Changed
 - (03.0101) Natural Resources/Conservation, General.
 - (03.0103) Environmental Studies.
 - (03.0201) Natural Resources Management and Policy.
 - (03.9999) Natural Resources and Conservation, Other.
 - (04.0201) Architecture.
 - (04.0301) City/Urban, Community and Regional Planning.
 - (04.0601) Landscape Architecture.
 - (05.0102) American/United States Studies/Civilization.
 - (05.0103) Asian Studies/Civilization.
 - (05.0104) East Asian Studies.
 - (05.0107) Latin American Studies.
 - (05.0108) Near and Middle Eastern Studies.
 - (05.0110) Russian Studies.
 - (05.0112) South Asian Studies.
 - (05.0113) Southeast Asian Studies.
 - (05.0201) African-American/Black Studies.
 - (05.0203) Hispanic-American, Puerto Rican, and Mexican-American/Chicano Studies.
 - (05.0207) Women's Studies.
- ✓ (09.0101) Speech Communication and Rhetoric.
- (09.9999) Communication, Journalism, and Related Programs, Other.
- ✓ (11.0101) Computer and Information Sciences, General.
- (11.0401) Information Science/Studies.
- (11.9999) Computer and Information Sciences and Support Services, Other.
- (13.0101) Education, General.
- (13.0406) Higher Education/Higher Education Administration.
- (13.1202) Elementary Education and Teaching.
- (13.1205) Secondary Education and Teaching.
- (13.1305) English/Language Arts Teacher Education.

- (13.1312) Music Teacher Education.
- (13.1314) Physical Education Teaching and Coaching.
- ✓ (14.0101) Engineering, General.
- ✓ (14.0201) Aerospace, Aeronautical and Astronautical/Space Engineering.
- (14.0401) Architectural Engineering.
- ✓ (14.0501) Bioengineering and Biomedical Engineering.
- (14.0701) Chemical Engineering.
- (14.0801) Civil Engineering, General.
- (14.0803) Structural Engineering.
- (14.0804) Transportation and Highway Engineering.
- (14.0901) Computer Engineering, General.
- ✓ (14.1001) Electrical and Electronics Engineering
- (14.1101) Engineering Mechanics.
- ✓ (14.1201) Engineering Physics/Applied Physics.
- (14.1401) Environmental/Environmental Health Engineering.
- (14.1901) Mechanical Engineering.
- (14.2201) Naval Architecture and Marine Engineering.
- (14.2301) Nuclear Engineering.
- (14.2701) Systems Engineering.
- (14.3201) Polymer/Plastics Engineering.
- (14.3501) Industrial Engineering.
- (14.3601) Manufacturing Engineering.
- (14.3901) Geological/Geophysical Engineering.
- (14.9999) Engineering, Other.
- (16.0102) Linguistics.
- (16.0104) Comparative Literature.
- (16.0301) Chinese Language and Literature.
- (16.0302) Japanese Language and Literature.
- (16.0399) East Asian Languages, Literatures, and Linguistics, Other.
- (16.0400) Slavic Languages, Literatures, and Linguistics, General.
- (16.0402) Russian Language and Literature.
- (16.0407) Polish Language and Literature.
- ✓ (16.0501) German Language and Literature.
- (16.0601) Modern Greek Language and Literature.
- (16.0900) Romance Languages, Literatures, and Linguistics, General.
- (16.0901) French Language and Literature.
- (16.0902) Italian Language and Literature.
- (16.0905) Spanish Language and Literature.
- (16.0999) Romance Languages, Literatures, and Linguistics, Other.
- ✓ (16.1101) Arabic Language and Literature.
- ✓ (16.1102) Hebrew Language and Literature.
- (16.1199) Middle/Near Eastern and Semitic Languages, Literatures, and Linguistics, Other.
- (16.1200) Classics and Classical Languages, Literatures, and Linguistics, General.
- (16.1202) Ancient/Classical Greek Language and Literature.
- (16.1203) Latin Language and Literature.
- (22.0101) Law.
- (22.0201) Advanced Legal Research/Studies, General.
- (22.0210) International Business, Trade, and Tax Law.
- (22.0299) Legal Research and Advanced Professional Studies, Other.
- (23.0101) English Language and Literature, General.
- (23.9999) English Language and Literature/Letters, Other.
- (24.0102) General Studies.
- (24.0103) Humanities/Humanistic Studies.
- (24.0199) Liberal Arts and Sciences, General Studies and Humanities, Other.
- ✓ (25.0101) Library and Information Science.
- (26.0101) Biology/Biological Sciences, General.
- (26.0202) Biochemistry.
- (26.0203) Biophysics.
- (26.0204) Molecular Biology.
- (26.0301) Botany/Plant Biology.
- (26.0403) Anatomy.
- (26.0406) Cell/Cellular and Molecular Biology.
- (26.0499) Cell/Cellular Biology and Anatomical Sciences, Other.
- (26.0502) Microbiology, General.

- (26.0503) Medical Microbiology and Bacteriology.
- (26.0507) Immunology.
- (26.0806) Human/Medical Genetics.
- (26.0901) Physiology, General.
- (26.0910) Pathology/Experimental Pathology.
- (26.1001) Pharmacology.
- (26.1004) Toxicology.
- (26.1102) Biostatistics.
- (26.1103) Bioinformatics.
- (26.1201) Biotechnology.
- (26.1301) Ecology.
- (26.1309) Epidemiology.
- (26.9999) Biological and Biomedical Sciences, Other.
- (27.0101) Mathematics, General.
- (27.0399) Applied Mathematics, Other.
- (27.0501) Statistics, General.
- (30.0601) Systems Science and Theory.
- ✓ (30.1301) Medieval and Renaissance Studies.
- (30.1401) Museology/Museum Studies.
- (30.1501) Science, Technology and Society.
- (30.1901) Nutrition Sciences.
- (30.2201) Ancient Studies/Civilization.
- (30.2202) Classical, Ancient Mediterranean and Near Eastern Studies and Archaeology.
- (30.9999) Multi-/Interdisciplinary Studies, Other.
- (31.0504) Sport and Fitness Administration/Management.
- (31.0505) Kinesiology and Exercise Science.
- (38.0101) Philosophy.
- (38.0201) Religion/Religious Studies.
- (38.0205) Islamic Studies.
- (38.0206) Jewish/Judaic Studies.
- (40.0201) Astronomy.
- (40.0401) Atmospheric Sciences and Meteorology, General.
- (40.0501) Chemistry, General.
- ✓ (40.0506) Physical Chemistry.
- (40.0507) Polymer Chemistry.
- (40.0599) Chemistry, Other.
- (40.0601) Geology/Earth Science, General.
- (40.0607) Oceanography, Chemical and Physical.
- (40.0699) Geological and Earth Sciences/Geosciences, Other.
- (40.0801) Physics, General.
- (40.0899) Physics, Other.
- (42.0101) Psychology, General.
- (42.9999) Psychology, Other.
- (44.0201) Community Organization and Advocacy.
- (44.0401) Public Administration.
- ✓ (44.0501) Public Policy Analysis, General.
- (44.0701) Social Work.
- (44.9999) Public Administration and Social Service Professions, Other.
- (45.0101) Social Sciences, General.
- (45.0201) Anthropology.
- (45.0299) Anthropology, Other.
- (45.0501) Demography and Population Studies.
- (45.0601) Economics, General.
- (45.0602) Applied Economics.
- (45.1001) Political Science and Government, General.
- (45.1101) Sociology.
- (45.9999) Social Sciences, Other.
- (50.0301) Dance, General.
- (50.0401) Design and Visual Communications, General.
- (50.0402) Commercial and Advertising Art.
- ✓ (50.0404) Industrial and Product Design.
- ✓ (50.0409) Graphic Design.
- (50.0410) Illustration.
- (50.0501) Drama and Dramatics/Theatre Arts, General.

- (50.0502) Technical Theatre/Theatre Design and Technology.
- ✓ (50.0504) Playwriting and Screenwriting.
- ✓ (50.0601) Film/Cinema/Video Studies.
- (50.0701) Art/Art Studies, General.
- (50.0703) Art History, Criticism and Conservation.
- (50.0705) Drawing.
- (50.0706) Intermedia/Multimedia.
- (50.0709) Sculpture.
- (50.0710) Printmaking.
- (50.0711) Ceramic Arts and Ceramics.
- (50.0712) Fiber, Textile and Weaving Arts.
- (50.0713) Metal and Jewelry Arts.
- (50.0799) Fine Arts and Art Studies, Other.
- (50.0901) Music, General.
- (50.0902) Music History, Literature, and Theory.
- (50.0903) Music Performance, General.
- (50.0904) Music Theory and Composition.
- (50.0906) Conducting.
- ✓ (50.0907) Keyboard Instruments.
- (50.0910) Jazz/Jazz Studies.
- ✓ (50.0911) Stringed Instruments.
- (50.0999) Music, Other.
- (50.9999) Visual and Performing Arts, Other.
- (51.0401) Dentistry.
- (51.0501) Dental Clinical Sciences, General.
- ✓ (51.0503) Oral Biology and Oral and Maxillofacial Pathology.
- (51.0505) Dental Materials.
- (51.0506) Endodontics/Endodontology.
- ✓ (51.0508) Orthodontics/Orthodontology.
- (51.0509) Pediatric Dentistry/Pedodontics.
- (51.0510) Periodontics/Periodontology.
- (51.0511) Prosthodontics/Prosthodontology.
- (51.0599) Advanced/Graduate Dentistry and Oral Sciences, Other.
- (51.0602) Dental Hygiene/Hygienist.
- (51.0699) Dental Services and Allied Professions, Other.
- (51.0701) Health/Health Care Administration/Management.
- (51.0799) Health and Medical Administrative Services, Other.
- (51.0913) Athletic Training/Trainer.
- (51.1201) Medicine.
- (51.2001) Pharmacy.
- (51.2002) Pharmacy Administration and Pharmacy Policy and Regulatory Affairs.
- (51.2003) Pharmaceuticals and Drug Design.
- (51.2004) Medicinal and Pharmaceutical Chemistry.
- (51.2099) Pharmacy, Pharmaceutical Sciences, and Administration, Other.
- ✓ (51.2202) Environmental Health.
- (51.2206) Occupational Health and Industrial Hygiene.
- (51.2207) Public Health Education and Promotion.
- (51.2299) Public Health, Other.
- (51.2703) Medical Illustration/Medical Illustrator.
- (51.9999) Health Professions and Related Clinical Sciences, Other.
- (52.0201) Business Administration and Management, General.
- (52.0301) Accounting.
- (52.1003) Organizational Behavior Studies.
- (52.1501) Real Estate.
- (52.9999) Business, Management, Marketing, and Related Support Services, Other.
- (54.0101) History, General.
- (54.0199) History, Other.