

Department Chair Meeting Minutes
College of Arts and Sciences
June 24, 2014

The meeting was called to order at 2:01 p.m. on Tuesday, June 24, 2014. 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, LTC Wayne Bergeron for Dr. Yaschica Williams, Dr. Larry Adams, Dr. Bob Garfrerick, Dr. Claudia Vance, Dr. Christopher Maynard, Dr. Cindy Stenger, LTC Michael Snyder, Dr. Lloyd Jones for Dr. David McCullough, Dr. Brenda Webb, Dr. Richard Hudiburg, Dr. Joy Borah, and Dr. Jerri Bullard. Ms. Debbie Tubbs took the minutes. Dr. Hansen recognized and welcomed the proxies representing their departments.

1. **Welcome to Dr. Carmen Burkhalter.** Dr. Hansen welcomed the incoming Dean of the College of Arts and Sciences, Dr. Carmen Burkhalter, and she stated she was glad to be here. Dr. Hansen noted they would be working together this week, he would be here on campus Monday, and then beginning Tuesday it would be all her and y'all. He asked that any new projects from this point forward be addressed to Dr. Burkhalter (cburkhalter@una.edu) in the "To" line with a copy to Debbie and him. He noted that he is working on tenure recommendations along with wrapping up other projects and is far behind. He asked Dr. Garfrerick to remind him if he has not heard from him by Monday that they need to respond to the invitation from South Carolina for our Entertainment Industry to join the Common Market. He asked Dr. Burkhalter if she was familiar with the process and she indicated she was.
2. **Approval of Minutes from June 12, 2014.** The minutes were approved by consensus.
3. **Wesleyan Hall Changes.** Dr. Hansen discussed the upcoming move of our offices to Bibb Graves, Room 224. He announced that he has had discussions with Dr. Thornell and the Wesleyan Hall conference room will be scheduled by Joy Kelly (x4390 or jlkelly@una.edu). He recognized Dr. Richard Hudiburg as senior faculty member and chair in Wesleyan Hall.
4. **Summer Session 2014 and 2015.** Dr. Hansen opened this discussion by stating that information shared in COAD indicated that enrollment was down this summer. Dr. Bullard interjected that enrollment numbers are currently at 2,640 students, with 587 graduate students, 2,053 undergraduate students, and credit hour production down a little from last year. She shared that she felt a little anxious, but had similar feelings last year and UNA ended up with \$750,000 in profits. She stated she would like to conduct a survey of students to collect data on summer school attendance and asked for possible questions from the group. She also asked the group what they thought about the idea of asking for our financial aid office to automatically set up awards to be divided evenly among fall, spring, and summer, instead of just fall and spring. This prompted discussion and while some chairs endorsed this idea, others suggested maybe a 40/40/20 split so that students wouldn't have "sticker shock" when they had to come up with additional monies during the fall and spring semesters.

Dr. Hansen shared with the chairs a handout that Molly Vaughn prepared at the request of the COAD which tracked the last four-year-span of patterns for summer attendance. The data showed a marked decrease not only in enrollment, but in traditional campus classes and the online/traditional combination of classes (hybrid). Only online class offerings have shown growth. Dr. Hansen stated that Dr. Thornell asked the question, "What are you going to do differently next year?" He encouraged colleges to be aggressive with reversing this trend.

Dr. Hansen stated that last summer he was aggressive in cancelling low enrollment classes but this year has been freer. He also stated his hope for a surge in second-term enrollment. He reminded the group (and stated for Dr. Burkhalter's benefit) that summer school's profits are used to subsidize adjuncts pay from the previous year and after those deficits have been addressed, a percentage of each college's revenue is returned. Dr. Webb added that during strategic planning and budgeting, the goal has been to shift away from an unbudgeted adjuncts line and Dr. Maynard joined in to state that \$80,000 has been budgeted for this year and hopefully, over time, the adjunct budget will be fully financed.

5. **Likely Changes in some SACS Requirements.** In yesterday's COAD meeting, Dr. Thornell, who just returned from the SACSCOC summer Board Meeting, reported that two core requirements, 2.8 Adequacy of Full-Time Faculty and 3.7.1 Faculty Competence, will likely have changes and UNA will have to decide how to address these changes.
6. **Adjunct Teaching Loads.** Dr. Hansen reported that in yesterday's COAD meeting, it was agreed to revise section 2.4.3's language in the *Faculty Handbook* so as to be within the guidelines of the Affordable Care Act. The suggested revisions will move through shared governance. Dr. Hansen stated that the IRS has provided guidance for colleges and the rule of thumb for adjuncts is to count 2.25 hours per week for each credit-hour taught and the bottom line is to keep the number under 30 hours. He said he thought it would be fine to teach up to two 4-credit hour courses with labs per fall and spring semester. [Questions remain and will need to be addressed regarding summer term(s).]
7. **Report from COAD.** Dr. Hansen reported that the following topics were among those discussed at the June 13 COAD meeting:
 - Flor-Ala News Editor (Ashley Remkus) met to discuss her intent to add more hard news to this publication and will be calling on dean's offices and department chairs for possible stories
 - Stephen Putman reported on IT issues, including 150 new PCs ordered, the integration of Canvas and e-College, new science building fiber installation, and wiring of two new dormitories
 - Closer presence on community colleges campuses and offering our courses on their campuses. [Social Work, ENT, and ED introductory classes were mentioned.]
8. **Other.**
 - Dr. Hansen stated he had meant to start this meeting with self-introductions, but asked that each department chair introduce themselves to Dr. Burkhalter.

-Dr. Webb, on behalf of the group, thanked Dr. Hansen for all he did for this college.

-Dr. Hansen recognized that there have been many changes over the last ten years and only Dr. Paul Kittle remains out of the first group of chairs that Dr. Hansen began his tenure. He cited new faculty and new programs have been added, and he leaves with the latest program approved – Master's degree in Family Studies, the new Physics option going to ACHE, and with NISPs in progress. He stated this has been the greatest experience of his professional career and thanked the department chairs for all they have done.

-Dr. Garfrerick reported that there will be a Blues Bar with Ghost Town from 9:00-11:00 p.m. in the Mane Room on Saturday.

-Dr. Hansen reminded the group that this weekend the Summer Theatre will perform The 39 Steps.

The meeting adjourned at 3:05 p.m.

The University of North Alabama
Student Instructional Method
Summer 2011 - Summer 2014

	Summer Semester							
	2011*		2012		2013		2014**	
	N	%	N	%	N	%	N	%
Status of Student								
Online Only	1003	31.2%	1076	36.9%	1094	38.5%	1124	43.0%
Traditional Only	1648	51.2%	1315	45.1%	1248	43.9%	1122	42.9%
Online/Traditional	567	17.6%	527	18.1%	501	17.6%	370	14.1%
Total	3218	100.0%	2918	100.0%	2843	100.0%	2616	100.0%

* Student/Course table was pulled for 2011 after the freeze. There were 19 less students than what is reported in our census files due to this.

** Preliminary, as of 06/23/14. Summer data will be frozen July 16th