

**Department Chair**  
**Meeting Minutes**  
**College of Arts and Sciences**  
**June 16, 2015**

The meeting was called to order by Dr. Carmen Burkhalter. Those present were: Dr. Carmen Burkhalter, Dr. Christopher Maynard, Dr. Yaschica Williams, Dr. Francis Koti, Dr. Bob Garfrerick, Dr. Brent Olive, Dr. Greg Pitts, Dr. David McCullough, Dr. Jerri Bullard, Ms. Chiong- Yiao Chen, Dr. Tom Haggerty, Dr. Richard Hudiburg, Dr. Cindy Stenger, Dr. Cynthia Burkhead, Dr. Joy Borah, Dr. Brenda Webb, and CPT Laura K. Kennebeck for the Department for Military Science and Dr. Alejandra Alvarado-Brizuela for Foreign Languages.

- 1. Approval of Minutes from June 2, 2015:** The minutes were approved by consensus.
- 2. Arts and Sciences Advisory Council:** Dean Burkhalter discussed the new A&S Advisory Council she has established. The initial board members are John Briggs, Tom Ross, Eve Rhea and Ann Whitaker. The Council's year one goals are: a) alumni engagement b) telling the A&S story c) academic support, including establishing a speaker series and study abroad support. Dean Burkhalter will arrange for the Council to meet with department chairs during the fall semester.
- 3. SOAR:** LeeAnna Brown discussed SOAR questions. Chairs felt that too many undeclared students were assigned to each advisor. Dr. Bullard questioned if we could go back to chairs advising majors and university advisors advising undecided students.
- 4. Social Media:** Chairs are reminded to send social media items to LeeAnna Brown. This includes alumni, faculty and student highlights.
- 5. First30 summer orientation.** The orientation will be July 24-25. LeeAnna Brown has sent chairs an email with the details.
- 6. ACHE Report:** Dr. Maynard reported that the Earth Systems Sustainability and the Public History degrees have passed ACHE. A&S will have two items on the September 11 ACHE Agenda: B.S. in Engineering Technology and B.A. in Theatre. Dr. Maynard stated that chairs may want to look at ACHE agenda items to keep abreast of what other universities are doing in terms of new majors.
- 7. Fall Enrollment:** Dr. Maynard reported that fall enrollment looks like it will be flat or up slightly. The overall university enrollment will be down due to large graduating classes.