

COLLEGE OF ARTS AND SCIENCES
Committee of the Chairs
MINUTES
March 1, 2016



1. Guests:

- a. Mr. Zack Crowell, College of Business—speaking on behalf of the MBA program on campus.
- b. Dr. Matthew Price, University Advising—discussing role as the campus scholarship advisor. (handout attached)

2. Review and approval of minutes from February 16, 2016 meeting—Dr. Burkhead approved meeting's minutes, Dr. Hudiburg seconded.

3. Arts and Sciences Committee Updates:

- a. By-Laws Committee—process of trying to incorporate suggestions related to chair identification process. Dean Burkhalter will run edits by chairs before its passed on to the by-law committee.
- b. Graduate Committee— next meeting is March 22nd. Paulette Davis will be there to discuss online advertising. Carrie Barske will attend the April 5th Chairs meeting to present information from Paulette's original presentation.
- c. Budget Committee—update from Dr. Maynard-SPBS meeting next Wednesday, March 9th. If chairs have items on the agenda, look out for an email from Dr. David Brommer. The COAS Budget Committee meeting is set for March 7th: the committee plans to discuss the possibility of future college course fees (Send thoughts to Maynard) and in April the committee plans to look at student worker allocation in effort to create a more equitable system.
- d. Awards Committee—
- e. College Curriculum Committee—next meeting Thursday, March 24th; proposals due to Piper Golley by Tuesday, March 15th.

4. New Business:

- a. COAD Update
 - i. Faculty release time- (from COAD minutes): By consensus, the proposed revisions to the Faculty Released Time policy in the Faculty Handbook were approved for submission through shared governance. The revised released time form, used internally and not a part of the Faculty Handbook, was also approved.
 - ii. SARA-Following a review of SARA membership guidelines by the university's SARA point of contact, Melvin Davis, it was determined by consensus that membership is desired which will allow the university to provide its courses via distance learning to any of the regions that are SARA membership institutions. Therefore, the University will submit an application and MOU with the State of Alabama, acknowledging that it will follow the guidelines for evaluation of distance education. The VPAA will pay for the first year of membership (\$8,000) and Dr. Davis was asked to submit a funding request through the SPBS Committee for permanent funding of the annual membership fee

- iii. Email on the priority of Classrooms-Dean Burkhalter is putting together a task force committee to help draft processes for priority scheduling. The committee can look at other resources and put together a “best practices”. Goal is to utilize space in a more equitable fashion. Chairs most likely will not serve on this committee. More information to come.
 - iv. On campus internship program-- By consensus, the proposal was approved for transmittal through the Curriculum Committee. Dr. Joy Borah will develop a request for funding the pilot program for submission to the SPBS Committee; thereafter, a donor will be pursued for the full program.
- b. Substantive Change Actions/SACS: (Handout attached): verify your area and make sure information is correct. Send additions/corrections to Maynard (anything we send to SACS/ACHE).
 - c. Strategic Doing Workshop (Dr. Koti)
 - d. Possible Chair Stipend Calculations— (attached to minutes); Dean Burkhalter wanted chairs to see this. Dr. Webb is on the committee and said that they are also looking at time release as a possible change.
 - e. Majors Landing Page update— (handout attached): Departments can use information on Career website to complete majors landing page. More information to come.
 - f. Faculty and Staff Giving Committee—if you’re interested in being on the committee, let Dean Burkhalter know.
 - g. Budget Planning for Reaccreditation Years—Please send email to Rose to let her know about future planning for accreditation.
 - h. Emerging Leaders: David Brommer and Amber Paulk. Congrats!
 - i. LeeAnna will send more information about Spring Preview Day.
 - j. Strategic Planning Budget Committee- March 9th: David Brommer will send an email to chairs with items on the agenda. If you have an item on the agenda, please be present to answer questions that may arise.

5. Dr. Burkhead motioned for meeting to end and Dr. Koti seconded.

6. Upcoming Dates and Announcements:

- a. Faculty Giving Campaign: March 1st
- b. Lindsay Film Festival: March 3-5th
- c. Community College Day: Wednesday, March 9th
- d. Mysteries of the Civil War—March 10th –more information to come.
- e. COAS Awards Ceremony: Tuesday, March 15th, 6:00-9:00pm
- f. Spring Preview Day: Saturday, March 19th
- g. Lighting of the Fountain, March 21st, 7-9 pm
- h. AAUW: April 8th-9th at UNA
- i. David Sunseri Speaker Series: April 15th
- j. COAS Spring Faculty/Staff Meeting: April 18th, 3:00-5:00 pm



The Role of a Campus Scholarship Advisor

1. Advise students on the national scholarship(s) that best fits their goals and aspirations.
2. All applications require Personal Statements and/or Research Proposals. The advisor's job is to work with the applicant throughout the drafting process.
3. Nationally prestigious scholarships require university evaluation processes. The advisor's role is to put faculty review panels together and administer the evaluation process.
4. Many national scholarships have cumbersome submission rules and regulations (and websites). The advisor's role is to stay current with any changes to each scholarship's process and submission requirements.
5. Most of these scholarships require tailored letters of recommendation. The advisor works to make sure that faculty writing these letters know exactly what the scholarship committees want.
6. Helps to advertise these opportunities to the undergraduate and graduate populations.
7. While relying on faculty recommendations, the advisor will also recruit students to apply for these opportunities.
8. Network with the professional organizations to stay current with scholarship administration as well as work with the scholarships themselves to learn more about how to make UNA students more competitive.
9. The advisor will make sure that the timelines for these scholarships are enforced and each application is successfully submitted.
10. Makes sure that the challenging application process runs smoothly for students and faculty.

Gates Cambridge

Campus Deadline: October (generally)

The Gates Cambridge is for U.S. and non-U.S. citizens who are seniors, graduate/professional students, and graduates. The Gates Cambridge fully funds one to four years of study leading to a degree at Cambridge University, England. All applicants must apply directly to Cambridge as a graduate student and fill out the supplemental portion of the application to the Cambridge Trusts to be considered for the fellowship.

Student Profile: Engaged in potentially publishable research in their discipline. Displays leadership and thinks about research in terms of improving the world. The trust looks for a match between the applicant's goals and Cambridge's offerings.

Marshall

Campus Deadline: August (generally)

The Marshall is for U.S. citizens with an undergraduate GPA of at least 3.7. Seniors, graduate/professional students, and graduates are eligible to apply within two years of their undergraduate graduation. The Marshall fully funds one to three years of study leading to a degree at any British university.

Student Profile: Engaged in potentially publishable research in their discipline. Displays leadership skills and thinks about research in terms of improving the world.

George J. Mitchell

Campus Deadline: September 30, 2016

The Mitchell is for U.S. citizens under the age of 30. The Mitchell fully funds one year of postgraduate study in the Republic of Ireland or Northern Ireland.

Student Profile: A strong academic background in academic excellence, leadership, and community service.

Rhodes

Campus Deadline: August (generally)

The Rhodes is for U.S. citizens or citizens of Australia, Bermuda, Canada, Commonwealth Caribbean, China, Germany, Hong Kong, India, Jamaica, Kenya, New Zealand, Pakistan, South Africa, United Arab Emirates, Zambia or Zimbabwe under the age of 24 who are seniors, graduate/professionals, and graduate students. Eligible non-U.S. citizens may apply from their home country on the basis of degrees from U.S. universities and may have an earlier deadline. The Rhodes fully funds one to three years of study leading to a degree at Oxford University, England.

Student Profile: Top 1-5%. A successful Rhodes candidate is someone with both academic achievement and devotion to improving the world. Rhodes is looking for potential leaders with strong academic backgrounds.

Fulbright

Campus Deadline: October 11, 2016

The Fulbright is for U.S. citizens who are seniors, graduate/professional students, and graduates. The Fulbright fully funds one year of study or research in any country where there is a Fulbright Commission.

Student Profile: Between 3.5-4.0 GPA. Fulbright offers a variety of grants for research, English Teaching Assistantships, and a variety of other global grants.

1. www.una.edu/career/
2. Click “students and alumni”
3. Click “Major and Career Exploration”
4. Click “What Can I Do with My Major?”

5. Or [Click Here](#)

Use the information you find on the website to complete the “[Major Landing Page](#)” and turn into Jeremey Britten ASAP.

Art		
What can I do with this major?		
Art Museums/Galleries		
Area	Employer	Information / Strategies
<ul style="list-style-type: none">• Education• Administration• Curatorial• Conservation• Registrar• Collections Management• Sales• Publications• Development• Public Relations• Exhibit Design/Preparation• Archivist• Tour Guides/Docent	<ul style="list-style-type: none">• Government or private museums• Local historical societies• Galleries	<ul style="list-style-type: none">• Intern or volunteer in an art museum.• Develop strength in art history areas.• Enhance computer skills.• Earn a business minor.• Acquire strong skills in research, fund-raising, speaking, and writing.• Earn an advanced degree in an academic discipline or museum studies for greater career opportunities.• Each specialty has varying qualifications and required training.• Develop good interpersonal skills, including the ability to work well on teams.

Content for Majors Landing pages

In coordination with the Executive Council, our office will be developing a marketing-based landing page for each of our majors to assist in organic search traffic to the UNA.edu website. Much of the content for these pages will need to come from your office. We are asking you and your department Chairs to submit the form below for each of your majors. We will use the content submitted to build the landing pages and begin search engine tracking.

The office of Career Planning and Development has offered their assistance in helping you track down some of this content if needed. Please contact [Melissa Medlin](#) if you'd like their help.

Name of Major [ex: Physics (B.S.)] *

Short Description of Major *

Accreditation Information *

Average starting salary *

Job placement percentage for UNA graduates of the major *

Potential Careers with this Major *

Impactful facts/statistics from major *

Record of Substantive Change Actions (since decennial SACSOC Compliance Report compiled)					(as of 2-18-2016)	
	Change	Considered by ACHE	Prospectus Submitted to SACSOC	Letter of Notification to SACSOC	Response from SACSOC	Status
Arts & Sciences						
Department/Program						
Graduate						
Geography	(Belated reporting)Create MS in Geospatial Science	6/18/2010	[Consulted with SACSOC VP 11-10-2015; advised to send notification ltr.]	11/13/2015	2/11/2016	Acknowledged
History	Convert graduate MA in History concentration in Public History to standalone MA in Public History	6/12/2015	[Consulted with SACSOC VP 2-06-2015; advised to send notification ltr.]	8/3/2015	10/26/2015	Notification accepted
"	Add concentration in Public History to MA in History	6/8/2012	N.A.	N.A.	N.A.	Concentration was implemented
Professional Studies	Add new concentration in Higher Education Administration for MPRs degree	12/5/2014	6/18/2015	N.A.	11/13/2015	Acknowledged
"	Add Master of Professional Studies degree	12/9/2011	1/1/2012	12/12/2011	7/11/2012	Approved
Sociology & Family Studies	Establish MS in Family Studies	6/13/2014	[Consulted with SACSOC VP 6-23-2014; advised to send notification ltr.]	6/25/2014	9/3/2014	Acknowledged
Undergraduate						
Communications	Add concentration in Journalism: Multimedia to BA/BS in Mass Communication	6/14/2013	N.A.	N.A.	N.A.	Concentration was implemented
"	Change core curriculum for BA/BS in Communication Arts	3/11/2011	N.A.	N.A.	N.A.	Core was changed
Computer Science	Change department name from Computer Information Systems to Department of Computer Science and Information Systems	3/9/2012	N.A.	N.A.	N.A.	Name was changed

Arts & Sciences	Change	Considered by ACHE	Prospectus Submitted to SACSCOC	Letter of Notification to SACSCOC	Response from SACSCOC	Status		
Undergraduate								
Engineering Technology	Create new bachelor's in Engineering Technology	9/11/2015	2/16/2016	N.A.				
Foreign Languages	Create separate BA degrees in French, German, & Spanish from Foreign Languages degree	12/4/2015	[Consulted with SACSCOC VP 10-28-2015; advised to send notification ltr.]	11/3/2015	12/14/2015	Notification accepted		
Geography	Convert U.G. geography degree concentration in GIS to standalone BS in GIS	12/4/2015	[Consulted with SACSCOC VP 11-10-2015; advised to send notification ltr.]	11/3/2015	2/11/2016	Acknowledged		
Interdisciplinary & Professional Studies	Department moved from University College to Arts & Sciences		[Consulted with SACSCOC VP 4-28-2015; advised no notification needed]	N.A.	N.A.	Department was relocated		
Mathematics	Change department name from Mathematics & Computer Science to Dept. of Mathematics	3/9/2012	N.A.	N.A.	N.A.	Name was changed		
[Multiple Disciplines]	Dual Academic Award agreement with University of Alabama related to Engineering degrees	?	N.A.	3/4/2014	5/22/2014	Notification accepted		
Music	Convert BA/BS in Music to BAM/BSM	12/4/2014	N.A.	2/9/2015	5/26/2015	Acknowledged		
Physics/Earth Science	Create new BA/BS in Earth Systems Sustainability	6/12/2015	[Consulted with SACSCOC VP 7-15-2015; advised to send notification ltr.]	7/17/2015	10/9/2015	Notification accepted		
"	Add Option in Geophysics to BA/BS in Physics	9/12/2014	N.A.	N.A.	N.A.	Option was added		

Arts & Sciences	Change	Considered by ACHE	Prospectus Submitted to SACSCOC	Letter of Notification to SACSCOC	Response from SACSCOC	Status
Undergraduate						
Political Science	Merged with Criminal Justice to form Department of Politics, Justice, & Law		[Consulted with SACSCOC VP 4-28-2015; advised no notification needed]	N.A.	N.A.	New department formed
Theatre	Convert theatre concentration within Communication Arts to standalone BA in Theatre	9/11/2015	N.A.	11/3/2015	12/14/2015	Notification accepted
"	Theatre faculty moved from Department of Music & Theatre to Entertainment Industry		[Consulted with SACSCOC VP 4-28-2015; advised no notification needed]	N.A.	N.A.	Merged department formed
Certificates						
Graduate						
Professional Studies	Establish Graduate Certificate in Security & Emergency Management	6/14/2013				
Undergraduate						
Psychology	Create Certificate in Applied Behavior Analysis	2/12/2014				
Certificates						
	Change name to Dept. of Sociology & Family Studies	9/14/2012	N.A.	N.A.	N.A.	Name was changed
Centers						
	Establish UNA Social and Behavioral Sciences Research Center	9/12/2014				
	Establish UNA Public History Center	12/6/2013				
	Establish Freddie Wood Geographic Research Center	9/13/2013				
	Establish Centre for British Studies	9/13/2013				