

COLLEGE OF ARTS AND SCIENCES  
Committee of the Chairs



## Minutes

February 2, 2016

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1. The minutes from the January 19<sup>th</sup> meeting were moved for approval by Dr. Garfrerick and seconded by Dr. Hudiburg.
2. **Arts and Sciences Committee Updates:**
  - a. By-Laws Committee—no update
  - b. Graduate Committee—next meeting, Tuesday, February 9<sup>th</sup> at 3:30 pm
  - c. Budget Committee—next meeting, Friday, February 12<sup>th</sup> at 2 pm
  - d. Awards Committee—next meeting, February 15<sup>th</sup>
  - e. College Curriculum Committee— Next meeting February 26<sup>th</sup>. New proposals due to Golley by February 17<sup>th</sup>
3. **New Business:**
  - a. COAD Updates-*Diversity Officer*: Amber Fite Morgan is the new chief of diversity. If there are concerns about diversity on campus, please contact Ms. Morgan. *Study abroad compensation*: goal is to make compensation standardized across colleges (no hidden costs, etc.). Ways were discussed to alleviate costs associated for students. Discussions on the topic will continue in the effort of making the Study Abroad program more attractive to students. *Repeat and repute*: UNA will start accepting repeated course work from other universities. *QM training*: The QM trainings focus on best practices and delivery of online content. Directors of the program, Natasha Lindsey and Melvin Davis assure that the program will not dictate content but merely serves to strengthen activities and practices of the content within the online environment. COAS goal of having at least one-person QM qualified in each department. *Sedona (faculty database)*-Dean Burkhalter is trying to work on faculty having access to a reference system. The big picture of using this program is to have one location to store faculty information, a centralized database. Once information has been updated in Sedona, the Dean's office with schedule training sessions for departments. *Other Information*: COAS is up 8% on credit hour production. 6% on student majors. This growth speaks to the college's retention, numbers compared to last spring.
  - b. College Course Fees—COAS must find a revenue stream tied to growth. COAS in need of a stable source of funding to cover immediate financial needs to supply growth. Ideas: 1. Nominal fee per credit hour. 2. Replace individual course fees across the board and implement a fee per credit hour.

Chair discussion will be communicated with the budget committee. Please discuss this with your departments and give the dean's office feedback.

- c. Dean Evaluation—Please provide feedback to the Dean's office on how communication can be strengthened coming out of the Dean's office. Rose and Piper want to learn how to best serve you and your departments. Suggestions are encouraged for growth.
- d. Gen. Ed Committee Update—Committee meets monthly to: 1. Align core competencies with gen ed curriculum and 2. Create an assessment framework to monitor that the core competences are being mastered by all of our students. Also, Fine Arts will be added as part of the core competency requirements. Information will be coming out from that committee. Please let faculty know information will be coming out soon.
- e. Content for Majors Landing Pages: Jeremy Britten will be contacting departments about creating a major's landing page for your department. Provide what you would like to in representing the majors offered in your department. Suggestions: name, accreditation info, average starting salary, etc.). This is basic information which will direct students to your department's webpage. If you need specific information regarding your department contact Molly in Dr. Luna's office.
- f. Department Visits—invite Dean to department meetings. Talk to Piper Golley about scheduling.
- g. Faculty Giving Campaign: More information to come from Dean's office. Faculty not expected to give.
- h. Chair Reappointment—Feedback has been received and the modified document will be sent to By-law Committee. The document sent to the committee will be used, as it is, to carry out the reappointment process for the five chairs up for reappointment in the fall. More information to come.
- i. Dean Burkhalter is appreciative of everyone's input on the new VP for Advancement position. It will be April before candidates for the position visit UNA campus. Sometime before April, there will be a Special Chairs meeting to talk about what efforts have been made on the development front for the college. An infrastructure of sustaining development towards COAS is being created and the Dean would like to update you all on the happenings of this process.

4. Dr. Burkhead motioned to close the meeting and Mr. Flynn seconded the motion.