

COLLEGE OF ARTS AND SCIENCES
Committee of the Chairs
Minutes
January 19, 2016



The meeting was called to order by Dean Carmen Burkhalter. Those present were: Dr. Carmen Burkhalter, Dr. Christopher Maynard, Dr. Yashica Williams, Dr. Francis Koti, Dr. Bob Garferick, Dr. Claudia Vance, Dr. Brent Olive, Dr. David McCullough, Dr. Tom Haggerty, Dr. Richard Hudiburg, Dr. Cindy Stenger, Dr. Cynthia Burkhead, Dr. Brian Thompson, Mr. Jason Flynn, Professor Chiong-Yiao Chen, Dr. Jeffrey Bibbee, LTC. W. Cochran Pruett, Dr. Timothy Collins, Dr. Craig Robertson, Dr. Peter Rim, and Dr. John Hodges.

1. **Guests:** Mr. Stephen Putnam and Mr. Ethan Humphries—Answering questions about hard drive backup and off-campus access to Workflow. (1) Department must ask for access to a shared drive. Through a contract with Microsoft, OneDrive is also available to faculty. No cost to department, unless department opts for external hard drives. When setting up a shared drive, a spreadsheet must be filled out to include all those who are granted access. (2) Workflow is currently inaccessible off-campus. While this was determined to be best from a security standpoint, departments can work with IT to get approval for off-campus access on UNA laptops. IT will look into making some Workflow functions accessible from remote computers. Please contact helpdesk@una.edu for advice on backing up hard drives and to report any technical issues.
2. **Review and approval** of minutes from December 1, 2015 meeting—Dr. Burkhead motioned for approval and the motion was seconded. All members approved unanimously.
3. **Arts and Sciences Committee Updates:**
 - a. By-Laws Committee—no update
 - b. Graduate Committee—no update
 - c. Budget Committee—meeting on January 21st. Second meeting in February. Last day to submit budget proposals for FY17 is February 1st. Any proposals received after this date will roll over to FY18. Strategic planning will begin in March.
 - d. Awards Committee—nominations for 2nd Annual COAS Awards due by Friday, January 22nd
 - e. Curriculum Committee—COAS Curriculum Meeting: Friday, January 29th.
4. **New Business:**
 - a. COAD Update: (1) COAD is proposing that all transfer courses be accepted, unless they are non-transferrable (ex: Wood Burning would not transfer). In particular, the College of Nursing encountered issues where courses they believed should transfer were not transferred due to decisions made in the Admissions Office. Admissions should not determine if a unit is transferrable. According to state articulation, all general education requirements are met when associate degrees are transferred in, granted that the institution is in-state. (2) The University has purchased Degree Works. It will be accessible to all faculty members. Degree Works will make it easier for students to keep track of graduation dates by sending announcements to student email accounts. Students will also be notified of what courses to take and when to take them. There is a function that allows faculty to anticipate their course enrollment numbers for a given semester. (3) All Deans have received a January 31st deadline for ensuring the Directory is populated. Dean Burkhalter requested that Chairs check the directory for any faculty that needs their photo taken. Alternate photos may not be used.

- b. EC Discussion: EC is asking that automated email responses remain inactive during official University closings.
- c. Accessibility of the adjunct pool material: Dean Burkhalter asked Kari-Kay Cassidy in HR if adjunct pool applications from old system can be accessed. Kari-Kay answered “yes,” but she is out due to family illness. More information to come.
- d. Data Freeze Date and New Student Enrollment: Major declarations made *after* the data freeze will not show up as “new” majors. This has significant impact on new programs in the ADE 5-year review period. Freshmen will only be able to count as a “new” major for one program. In order to accurately track numbers, Departments with new programs will need to keep manual logs of changes made after the freeze date. Dr. Hudiburg brought up the delay in processing Major Change forms, and how this might affect “new” major counts.
- e. Website Update: When updating websites, in-progress work disappeared. Dean Burkhalter requested that all departments have someone examine their website for any missing information or updates.
- f. Emerging Leader Program: Dean Burkhalter would like to implement an Emerging Leaders Program (aka Faculty Development Program). Draft of process with timeline has been sent to Chairs. Applicants are needed and cannot be sitting Chairs, though two faculty members have already been secured for the next year. Responsibilities include 5 contact hours per week. Fall semester will culminate in final project, which can be college or departmental specific. Dean Burkhalter is willing to provide release time for faculty through private funding. Dr. Koti questioned whether participants would be obligated to take up responsibilities after finishing the program. Dean Burkhalter responded that the draft makes mention of the expectation that participants work closely with their Department Chair, though it can be revised to be more overt or subtle. Please provide feedback as soon as possible.
- g. Chair Reappointment: Dean Burkhalter sent out draft document for more structured Chair selection and reappointment processes. This year, five Chairs are up for either reappointment or replacement. Dean Burkhalter requested that Chairs email comments to her by Tuesday, January 26. According to the faculty handbook Dean has complete authority to select Chairs. Dr. Burkhead questioned whether the Dean’s Office will honor Department by-laws to not set term limits. Dean Burkhalter will respond in 24 hours.

5. Upcoming Dates and Announcements:

- a. Higher Education Day: Thursday, February 25th, Montgomery, AL
- b. Lindsay Film Festival: March 3-5th
- c. Community College Day: Wednesday, March 9th

- d. COAS Awards Ceremony and Reception: Tuesday, March 18th, 6:00pm-9:00pm
- e. Spring Preview Day: Saturday, March 19th
- f. COAS Spring Faculty/Staff Meeting: April 18th, 3:00pm-5:00pm

Dr. Burkhalter asked for a motion to close the meeting. The motion was made and seconded. The Committee of Chairs approved unanimously.