

**College of Arts and Sciences
Committee of Chairs
Minutes
April 5, 2016
8:00 A.M., UNA Board Room (114)**

Attendees: Dean Carmen Burkhalter, Dr. Christopher Maynard, Dr. Yaschica Williams, Dr. Pete Rim, Dr. Jeffrey Bibbee, Dr. Cynthia Burkhead, Dr. Brenda Webb, Dr. Claudia Vance, Dr. Leah Graham, LTC W.C. Pruett, Dr. David McCullough, Dr. Tom Haggerty, Dr. Brent Olive, Dr. Craig Robertson, Dr. Cynthia Stenger, Dr. John Hodges, Dr. Bob Garfrerick, Dr. Francis Koti, Dr. Chiong-Yiao Chen and Dr. Richard Hudiburg.

Guest: Dr. Carrie Barske, Chair of the COAS Graduate Committee

Online Advertising- Dr. Carrie Barske, Chair of the COAS Graduate Committee, gave chairs an update of online marketing ideas. Paulette Davis from the College of Business, offered to set up a time for members of the COAS Graduate Council to meet with representatives from Collegis in June to discuss user options for the future. Graduate programs in COAS will be switching to a program called Recruiter to help recruit students. Grad council is going to meet with Collegis in June and Dr. Barske offered to come back at the start of next semester to provide another update to the chairs.

1. Dr. Burkhead motioned to approve the minutes from the March 15th Chairs Meeting. Dr. Bibbee seconded the motion, and everyone voted in favor.
2. The Course Fee Proposal was discussed in length. Dr. Hudiburg motioned to approve the proposal to include course fees for undergraduate classes per credit hour. Dr. Bibbee motioned to amend the motion to include graduate classes in addition to undergraduate classes. Dr. Robertson seconded the motion. Dr. Maynard suggested for the Chairs to vote on the course fee proposal and hold the vote for the distribution of course fees until the next Chairs meeting on Tuesday, April 19th. The committee voted in favor of the revenue portion of the Course Fee proposal, 17-1.

The Revenue portion of the proposal will go before the UCC and if passed by that Committee will then be presented before the Board of Trustees this summer.

COAD Updates:

1. COAD and Registrar approved of second majors being added to student diplomas. Parameters for academic warning have been adjusted and corrected.
2. Summer Schedule- Dean Burkhalter is working on sending out options via email.
3. Concern over stacking of scholarships- Academic vs. Vanguard scholarships. More details to come.
4. Faculty Phone-A- Thon-email will be sent out from Dean Burkhalter
5. Academic Honesty Report- Faculty Senate passed a policy regarding academic honesty and the proper protocol that should be used in documenting the incident. The approved policy and its statement must be found on the course syllabus and proper protocol needs to be followed.

Dr. Burkhead motioned for approval and Dr. Haggerty seconded.