

COLLEGE OF ARTS AND SCIENCES
Committee of the Chairs
Minutes



May 3, 2016

8:00 am--UNA Board Room, 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. John Collins, LTC W.C. Pruett, Dr. David McCullough, Dr. Tom Haggerty, Dr. Brent Olive, Ms. Erin Froman, Dr. Cynthia Stenger, Dr. John Hodges, Dr. Bob Garfrerick, Dr. Francis Koti, Ms. Chiong-Yiao Chen and Dr. Richard Hudiburg.

1. Approval of minutes from April 19th meeting

- a. By unanimous consent, the minutes were approved

2. Arts and Sciences Committee Updates:

- a. No committee updates at this time.

3. New Business:

a. COAD Updates

- i. **IT Update:** Stephen Putman was in attendance at the COAD meeting to provide an update on the following projects that are slated to occur over the summer term: installation of graduate module of Recruiter, Degree Works completion, new phone system installation, selection of new wireless vendor (Aruba), movement of labs and new employee computers to Windows 10, replacement of out-of-warranty computers and new hard drive (SSD) installation on existing computers, and attempts to reduce phishing e-mails. (minutes taken from the COAD meeting on May 2, 2016)
- ii. **NISP for New program:** If your department is going to submit a NISP, please inform the Dean's office in order for the item to be presented to the COAD before it goes to the Provost's office. Members of the COAD, agreed that a NISP can be submitted to ACHE upon COAD approval (Curriculum Committee or Graduate Council approval is not required at this stage). For the June COAD meeting, Dr. Lefort will submit for consideration a matrix outlining an internal UNA process for approval of new degree programs/submission to ACHE/CUCAO/COGD.
- iii. **University Calendar-** Departments may be asked, as soon as Fall 2016, to contribute dates of scheduled events within their department for the University Calendar.
- iv. **Faculty Promotions in Regard to Rank Raises**—There was concern expressed by department chairs and faculty who went through the process this year. The COAD determined that at this time, there is no good solution to the issue of faculty promotion

salaries where rank raises are concerned. Dean Burkhalter will send an email summarizing the discussion that took place in the COAD meeting.

- v. **Adjunct Pool:** Due to the possibility of increased enrollment for the fall semester, department chairs are requested to add adjunct faculty to the pool THIS SUMMER as/if SOAR sessions reveal the needs for additional course sections. That way, if new adjuncts are already properly vetted and approved for the pool, they can automatically be pulled from the pool for hire and the rush on all of us is much diminished.
 - vi. **Ed Tech** is moving away from current proctoring system and is in the process of evaluating another option.
 - vii. **Purge Committee Suggestions**--Dr. Joy Borah reported that the Purge Committee will hold a meeting recap in two weeks, and feedback regarding the purge process is welcomed.
 - viii. **Adjunct evaluation process**--colleges are to come up with the evaluation process. More information to come.
 - ix. **Office Hours Policy**—Dean Burkhalter has asked each department to come up with an office hour policy, effective Fall 2016. Please submit the policy to the Dean’s office by August 23rd. Dean Burkhalter will then sign off on the policy and pass it on to the Provost’s office.
- b. **CCAS Chair Topic Survey**—Thank you for filling out the Chair Presentation Topic survey. A presenter from CCAS will be coming to UNA in August to conduct a training at the Fall Chairs Retreat (dates listed below).
 - c. **Summer Course Enrollments**—Dr. Jerri Bullard sent an email in January asking for everyone to look at the summer enrollment numbers. She asked for everyone to be proactive in observing enrollment numbers to avoid late cancellation of classes.
 - d. **Chair Nominations for GEWG**- General Education Work Group
 - i. Dr. Burkhead was voted to represent COAS on the GEWG Committee.

4. Upcoming Dates and Announcements:

Deadlines for Semester Grades:

- Graduating Senior Grades are due by 12:00 pm on Thursday, May 12th. Grade sheets and entry will be available beginning on Monday, May 2nd
- All other spring grades are due by 12:00 pm on Friday, May 13th. If you do not have a completed grade for a student by the deadline, please enter an I or IP grade. Early College grade sheets containing numeric and letter grades are also due by 12:00 pm on May 13th.

Scheduled Chair Meetings for Summer 2016

- Tuesday, June 7th in Bibb Graves 114, 2-3:30 pm
 - Tuesday, June 21st in Bibb Graves 114, 2-3:30 pm
 - Tuesday, July 12th in Bibb Graves 114, 2-3:30 pm
 - Tuesday, July 26th in Bibb Graves 114, 2-3:30 pm
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- May 5th—Faculty/Staff Appreciation Luncheon, GUC Banquet Halls, 12:00 pm
- Monday, June 6th: New Student Advising
- Tuesday, June 7th: June Session Begins
- Tuesday, June 7th: UCC Meeting, Raburn Conference Room, 3:30-4:30 pm
- Thursday, June 9th—SOAR, Meet Your College, SET Building, 2:00-4:00 pm
- Monday, June 20th—SOAR, Meet Your College, SET Building, 2:00-4:00 pm
- Thursday, June 23rd—SOAR, Meet Your College, SET Building, 2:00-4:00 pm
- Wednesday, June 29th—SOAR, Meet Your College (Transfer I), GUC Performance, 1:00-3:00 pm
- Monday, July 4th—University Closed for the 4th of July!
- Tuesday, July 5th—Student Registration
- Tuesday, July 5th—GCC, Raburn Conference Room, 3:00-4:00 pm
- Wednesday, July 6th, Summer Session II Begins
- Monday, July 11th—SOAR, Meet Your College, SET Building, 2:00-4:00 pm
- Thursday, July 14th—SOAR, Meet Your College (Transfer II), GUC Performance Center, 1:00-3:00 pm
- Monday, July 25th—SOAR, Meet Your College, SET Building, 2:00-4:00 pm
- Thursday, July 28th—SOAR, Meet Your College, SET Building, 2:00-4:00 pm
- Friday, July 29th—Early College, First30
 - i. Presentations, SET Building, 9:30-11:40 am—based on the participating students' major/minor interests (LeeAnna Brown will contact you directly by June 28th to let you know if a presentation is needed from your department).
 - ii. Interactive COAS Departmental Fair, SRC Gym, 1-2:00 pm
- August 17-18, COAS Chairs Leadership Training, more information to come
- August 23—Office Hour Policy due to the Dean's Office for review and further submission



All of this information is on the Arts & Sciences Outlook Calendar. Please let Piper know if you do not have access to it.