

Minutes
College of Arts and Sciences
College Assembly Meeting
October 19, 2006
3:00 p.m.
Walnut Hall, Keen Johnson Building

1. Dean Schoolmaster called the meeting to order at 3:05 p.m.
2. The minutes of the previous meeting of the college assembly (August 16, 2006) were approved without change.
3. Associate Dean Otieno moved acceptance of a new sabbatical leave policy; Dr. Richard Sambrook seconded the motion. Since this motion is substantive, it was not debated or acted on. Instead, Dr. Otieno presented information on the proposal, and questions and issues were raised by the audience.
 - a. Dr. Otieno informed the assembly that the revisions were mainly prompted by changes in university sabbatical leave policy. The details of the rationale were provided in a document that Dr. Otieno distributed to the faculty prior to the meeting.
 - b. Dr. Otieno also mentioned some issues about the proposed policy have been raised in e-mails sent to him. One e-mail expressed the concern that the consequences for failing to submit the sabbatical report within the allotted time were not clearly spelled out. Another urged that it might not be appropriate for the committee to “take into account the number, date(s), and accomplishments of previous sabbatical leaves granted to the applicant.”
 - c. In the discussion period a question was raised concerning the definition of “immediate family” as the grounds for replacing a committee member. Also, a faculty member requested clarification of the requirement to submit one’s findings (based on research supported by the sabbatical leave) for publication within six months of the sabbatical’s completion.
 - d. It was also announced that the numbering in the final draft of the proposed policy were correctly numbered and that the noted grammatical corrections would be made.
4. Dr. Otieno reported that information on the college P & T process for this year has been sent to all promotion and tenure candidates and that the College P & T Committee had set its meeting schedule for this year’s deliberations.
5. Dr. Otieno reported that the Research and Faculty Development Committee has been very active this fall. They revised grant approval forms, revised sabbatical leave policy (see #3 above), are currently reviewing sabbatical applications, and will begin reviewing grant proposals after sabbatical reviews are complete. Dr. Otieno also announced that the deadline for Roark Lecture proposals is November 1.
6. Dr. Schoolmaster reported that the Strategic Planning and Budget Committee reviewed and approved College Mission and Visions statements and also the 2006-2010 strategic plan. He announced that on October 20th the committee would meet to review and prioritize strategic planning requests. This is part of

- the Committee's task of preparing the College's Institutional Effectiveness Report. He noted that a total of \$1,375,000 in request had been received while a total of \$150,000 has been allotted for funding such requests.
7. Dr. Schoomaster included the following items in the Dean's Report:
 - a. The departments were thanked for their hard work in preparing both Promotion and Tenure policies and Institutional Effectiveness reports.
 - b. He announced that the new College committee structure is in place as a part of the implementation of the College Constitution passed last spring.
 - c. The College has two new advisors: Karen Baxley and Benton Shirey. Associate Dean Kuhnhenh will be working with them to define their roles within the College's overall advising effort.
 - d. Dr. Malcolm Frisbee was asked to give an update on the new science building. (See #8 below.)
 - e. The college mentoring program for new faculty met on October 18 and will meet again on October 31. The Dean requested the whole college's support of this important program.
 - f. A meeting on how scholarship should be defined is scheduled for October 31st at 3:30 in the Faculty Lounge (Keen-Johnson Building). All interested faculty are welcome.
 8. Malcolm Frisbie, faculty coordinator for the new science building project, reported on its current status. He said:
 - a. The site for the new building, next to the Rowlett building, has been selected.
 - b. On October 19 the architects delivered the schematic design plans that include floor plans, an indication of how the building will be situated on the site and some landscaping plans.
 - c. There will be some preparation of the site during summer 2007.
 - d. Construction will begin spring 2008, and the first phase of the building should be ready for occupancy by spring 2011.
 9. The Dean concluded the meeting with two reminders:
 - a. Departments need to work on departmental governance documents.
 - b. SACS. SACS. SACS. QEP. QEP. QEP.
 10. The meeting was adjourned at 4:05 p.m.