

MINUTES
College of Arts and Sciences
Chairs Meeting
September 20, 2004

Members Present:

S. Savage (ANT/SOC/SWK)	J. Ewalt (GOV)
H. Goodman (ART/DES)	D. Sefton (HIS)
B. Ramey (BIO)	M. Schlingmann (MAT/STA)
A. Schick (CHE)	R. James (MUS)
J. Rezaie (CSC)	R. Messerich (PHI/REL)
M. Frisbie (ERTH)	M. Biermann (PHY/AST)
J. Wade (ECO)	R. Brubaker (PSY)
C. Sweet (ENG/THE)	A. Schoolmaster (Dean)
J. Moreton (ENG/THE)	G. Kuhnhenh, (Assoc. Dean)
J. Varela (FORL/HUM)	T. Otieno (Assist. Dean)
R. Sambrook (GEO)	D. Kearns (Admin. Assist.)

Absent: None.

The meeting was called to order at 1:35pm in the Martin Room, Coates Building.

A. Schoolmaster introduced and welcomed E. J. Keeley, ECU's new Director of Institutional Effectiveness. Mr. Keeley distributed a handout describing the functions of his office and how Institutional Research can assist departments in many areas such as SACS accreditation, institutional effectiveness and planning. He stressed that the staff in his office are there to help.

Chairs were provided with a copy of a report "Detailed Report of Academic Areas Student Learning Assessment Arts and Sciences". This report identifies departments within the college and how they are doing with assessment/TracDat. The categories are No Assistance Needed, TracDat only, Intensive Assistance, Moderate Assistance and Satisfactory Learning Outcomes, Measures and TracDat files. This was followed by discussion and input from E. J. Keeley.

Chairs were provided with a deadline of October 25, 2004 for Reporting Unit (Departmental) Annual Institutional Effectiveness Progress Reports.

Chairs were provided with the deadline date of November 12, 2004 for the Planning Group Institutional Effectiveness Progress Report.

T. Otieno provided the chairs with a handout "Record of Policies and Procedures of Departments in the College of Arts and Sciences". The handout lists all CAS departments and the dates of their last approved departmental policies for Promotion and Tenure, Merit Pay, Non-Tenured Faculty Evaluations and Sabbatical Leave. T. Otieno reminded chairs that departmental Promotion and Tenure policies are to be reviewed and approved by the dean no less than every five years. Each

policy should contain: department name, document date, committee membership, committee selection process, procedure for appeal, date for next review and criteria. Policies must be approved to the dean no later than **May 1** for implementation the following year. Chairs were urged to submit policies in sufficient time prior to the May 1 deadline. Chairs are welcome to contact T. Otieno for assistance. A. Schoolmaster announced that he has asked the Provost about the pending University Promotion and Tenure proposal. There is no information at this time. A. Schoolmaster reminded the chairs of the need for clearly defined departmental Promotion and Tenure policies. Copies of the policies should be provided to prospective candidates during their interview to make them aware of ECU standards, criteria and expectations. Departmental Promotion and Tenure Committees and Chairs are also better equipped to make difficult decisions when all party's understand the ground rules. Chairs were provided with a list of this year's promotion and tenure candidates and were asked to provide D. Kearns with any corrections.

Active Directory is software replacing NOVELL. The conversion to Active Directory is expected to be completed by the Summer of 2005. G. Kuhnenn explained that NOVELL is a significant resource saver and will provide better access and seamless backup. Active Directory will not work on computers less than 400mhz or with anything less than Windows98. Active Directory will not be put on any computer without an ECU inventory tag number. G. Kuhnenn will develop and provide a spreadsheet for standard reporting of existing computer information. Departments are to report existing computer information to G. Kuhnenn on the spreadsheet. Chairs were reminded that this includes laptop/notebook computers as well as all lab computers.

T. Otieno reported that an anonymous donor has contributed \$1000 toward a College of Arts and Sciences lecture program to recognize excellence in scholarship by faculty in the College of Arts and Sciences. A committee composed of J. Ewalt, M. Frisbie, B. Ramey, C. Sweet and T. Otieno was assembled to develop a policy document establishing the program guidelines and criteria. The title will be The College of Arts and Sciences Ruric and Mary Roark Distinguished Lecture. Based on the criteria established, one outstanding faculty member will be selected each year to make a presentation on his/her work. A \$1000 award will be given to support both the presentation and continued scholarly/creative endeavor of the recipient. No portion of the award may be applied to salary. Schoolmaster asked the chairs to help get the word out about this new program. The application deadline is November 1. Recipient will be notified by December 5 with award lecture in April. A. Schoolmaster indicated that the event will be a celebration and a community event. T. Otieno will email a copy of the document to chairs and a copy of the document will be placed on the CAS website.

A. Schoolmaster distributed posters for "Posters at the Capital" which will be held mid-to-late January or early February 2005. The deadline for abstracts is October 27, 2004. A. Schoolmaster urged support/participation.

R. Brubaker discussed turnitin.com a website for plagiarism prevention. ECU submitted a purchase order last year for licensing however it has been put on hold by University Counsel. After some discussion it appears that this issue is not dead and the chairs voted unanimously to support the licensing and use of this website. A. Schoolmaster agreed to pursue the topic with the Provost.

A. Schoolmaster reminded chairs of the CAS New Faculty Orientation workshop on Friday, September 24, 2004. He briefly outlined the topics that will be discussed including the CAS Junior Faculty Mentoring Program. Chairs were provided with a copy of the mentoring program document. A copy of the document will also be placed on the CAS website.

A. Schoolmaster reported that the Provost is working on faculty development funding. The Provost has indicated that there will be some faculty development money but the details are yet to be determined.

A. Schoolmaster asked chairs to be thinking about potential Economic Development Initiatives. He reported that two initiatives have been submitted for the college and that future requests would likely be on short notice. It would be to the advantage of departments to be well prepared.

A. Schoolmaster reported that he has prepared and submitted a list of faculty lines requested by chairs and some additional lines to the Provost. He is waiting for a meeting with the Provost to discuss the list. Chairs interested in reviewing the list were invited to meet with A. Schoolmaster.

A. Schoolmaster reported on the Provost's initiative to increase the number of faculty with Ph.D.s while reducing the number of faculty with Masters or Bachelors degrees.

Good of the Order:

R. Sambrook issued an invitation to the GIS Open House in Roark 202 on Friday, September 24, 2004, from 11:00am to 1:00pm.

S. Savage reported that some of the films in the Library are listed under different titles.

There being no further business the meeting was adjourned at 3:25pm.

The next CAS chairs meeting is at 1:30pm, Monday, October 11, 2004 in Library 201.