

MINUTES
College of Arts and Sciences
Chairs Meeting
October 3, 2005

Present: E. Throop (ANSW) D. Coleman (HIST)
B. Ramey (BIOS) M. Schlingmann (MSTS)
A. Schick (CHEM) R. James (MUSC)
J. Rezaie (COSC) S. Parchment (PHRE)
M. Dieckmann (ERTH) M. Biermann (PHAS)
J. Wade (ECON) R. Brubaker (PSYC)
C. Sweet (ENTH) A. Schoolmaster (Dean)
J. Moreton (ENTH) G. Kuhnhenh, (Assoc. Dean)
J. Varela (FRLH) T. Otieno (Assoc. Dean)
R. Sambrook (GEOG) D. Kearns (Admin. Assist.)
S. Zeigler (GOVN)

Absent: H. Goodman (ARTD)

Guests: Sandra Moore and Malcolm Frisbie

The meeting was called to order at 1:30pm in Library 201.

The meeting was opened by A. Schoolmaster introducing and welcoming Sandra Moore from the Diversity Office who was invited to provide the chairs with an update on the Council on Postsecondary Education's Committee on Equal Opportunities report and visit to campus on October 17 & 18, 2005. Copies of the report were distributed and discussed. Ms. Moore pointed out that the committee was last here in 2000. The tentative schedule is for deans and chairs to meet with the committee during the afternoon of October 17 in the Kennamar Room of the Powell Building. Ms. Moore gave several examples of the type of questions the dean/chairs should expect to be asked and/or be prepared to discuss:

What have you done to diversify your unit?

What have you done to improve recruitment and retention of faculty and students?

What have you done to increase diversity in the classroom?

Share what you have done to improve the employment of diverse faculty.

Share what you have done to improve the environment for diverse students.

Be prepared to talk about successful hires in faculty incentive lines.

Be familiar with the Kentucky Plan for Equal Opportunities.

Ms. Moore identified Enrollment Management as a source for recruitment of new majors (undeclared students) and reported that there are 206 undeclared minority students this Fall 2005 term. Ms. Moore encouraged chairs to contact her by email or phone anytime.

Malcolm Frisbie, Faculty Shepherd for the New Science Building, joined the meeting to report on the status of the new science building. M. Frisbie reported that he met with the design team and the EKU Science Building Committee (representatives from the four sciences departments, College of Education representative Melinda Wilder, G. Pogatshnik, T. Otieno, A. Schoolmaster and James Street) last Friday. He reported that the state has appropriated \$5 million for planning and \$83 million for construction. Carroll McGill, from the Cabinet for Finance and Administration will be the gatekeeper for the project since the building will be owned by the State and not EKU. It was also reported that in August, 2005, Omni Architects was selected as the primary architectural firm. Omni

has brought HERA (Health Education Research Associates), who specialize in science space, on to the project. HERA representatives will be on campus several times this fall during the programming phase during which time the location of the building will be identified as well as identifying what is needed in the building. On October 14, a representative from HERA will be on campus to tour every square inch of space in the current science areas. A session will be scheduled for the HERA representative to meet with faculty (open to all faculty, science and non-science alike) and discuss issues. The HERA representative will return to campus on November 17 & 18 (approx.) with specific questions for science faculty and students. A. Schoolmaster informed the chairs that all questions should be directed to Malcolm Frisbie – not to the dean. He also reported that \$83 million is the total project cost which will allow for some furniture and equipment, complete chemical inventory and related equipment. The cost of moving utilities must also be covered by the \$83 million. Approximately one-half of the cost of this building will be in HVAC and utilities. It has also been decided that, at an appropriate time in the planning phase, faculty will be required to sign and date their own space allocation and design plan.

J.Wade addressed the issue of breadth and depth for General Education course proposals and distributed a handout on the topic. The conversation lead to the conclusion that there is much frustration and confusion about the process at which time J. Wade announced that Tom Watkins is willing to come and address the issues with the CAS chairs. S. Zeigler asked G. Kuhnenn to provide the chairs with one consistent set of specific directions for the chairs and G. Kuhnenn agreed to do so. A. Schoolmaster announced that he would arrange a special meeting and invite Aaron Thompson and Tom Watkins to address/discuss the topic.

A.Schoolmaster announced that he has received three RTP requests. He reminded the chairs that RTP is not an entitlement and must be within the context of what is good for the department. RTP is for instructional purposes and it is the expectation that all RTP faculty will teach twelve hours per year. A. Schoolmaster also explained that a RTP faculty replacements are not a given and elaborated on this topic.

The dean reported that he has currently received 36 faculty replacement requests for a total of \$1,068,000. Fourteen of the requests (one-to-one replacements) have been forwarded to Aaron Thompson. The dean stated that a number of issues must be taken into consideration when requesting and approving faculty lines. Staffing will be looked at very carefully and data such as the number of majors, student credit hour production and part-time faculty expenditures will be considered. A. Schoolmaster reported that the Budget Council will meet on Tuesday and that he has many questions for the Provost and V.P. for Financial Affairs. When he has answers he will get back to the chairs.

G. Kuhnenn reported that only a few chairs have scheduled meetings with him to discuss summer school schedules. He requested that those who have not yet scheduled a meeting go ahead and schedule. It was reported that the Summer School Task Force Committee will be meeting next week and will begin addressing ways of improving summer school.

G. Kuhnenn informed the chairs that a CAS Advisor Handbook has been developed and that Advisor workshops will be conducted on the following dates:

Monday, October 17 from 8:00am – 9:00am in Moore 100

Wednesday, October 19 from 1:30pm – 2:30pm in Moore 100

Chairs were asked to encourage their advisors to sign-up for one of the workshops by calling Jennifer Miller at #2-8140. Handbooks and CARES reports will be distributed at the workshops. Each chair will also receive a copy of the handbook.

A.Schoolmaster reminded the chairs of the CAS Recognition Ceremony on Thursday, October 6, 2005 at 3:00pm in Walnut Hall, Keen Johnson Building. CAS will hold the recognition ceremony in the fall and the Roark Lecture in the spring. The dean expressed a hope that these two functions would build a sense of community within the college.

D. Kearns announced that the CAS Sabbatical Leave Committee schedule had undergone some changes and distributed copies of the new schedule.

D.Kearns distributed current Fall 2005 Part-Time/Overload reports to each department along with a college Part-Time/Overload comparison report. This was following by comments from the dean on the continued increased use of part-time faculty.

D.Kearns addressed the use of the copier in the dean's office. The offer of continued use of the copier when departmental copiers are down was extending with the request that departments supply their own paper. Courtesy issues were also discussed.

A.Schoolmaster distributed two articles. One from The Chronicle of Higher Education, "Colleges Focused on Teaching Too Often Neglect Research", and the other from AAG Newsletter, "Building Healthy Departments: An Investment Model for Success. The dean briefly touched upon the highlights of the articles.

Good of the Order:

J. Rezaie provided clarification on EKU's reporting period and faculty credentials for the SACS reaccreditation process. The official reporting period for EKU is Fall 2005, Spring 2006 and Fall 2006. She also indicated that we should be prepared for Summer 2006. J. Rezaie also reported that there will be a Banner developed grid of faculty teaching assignments and credentials available by the end of this term. Electronic faculty vita will also be required.

Someone inquired about the Institutional Effectiveness Report deadline of October 10 which is a holiday. With the original deadline falling on a holiday, A.Schoolmaster announced that the deadline for submitting both a hardcopy and electronic copy of the report would be extended to October 12.

R.James inquired as to the published date for Spring 2006 Schedule proofing. D. Kearns announced that she would look into this and report to the chairs via email.

R.Sambrook reported that Alice Jones is interested in visiting departments to identify what she and the Environmental Research Institute might be able to serve the departments.

J. Wade inquired about when the departments would see the \$500 per full time tenure-track faculty member for Faculty Development. The dean reported that it should be any day now. There was discussion of the need to keep track of the allocation of these funds in order to make sure all of the funds are spent before June 30, 2006, as these funds will not carry-forward. The dean pointed out that if equipment items are purchased with these funds the items belong to the University and do not become the personal property of the individual.

There being no additional business the meeting was adjourned at 3:28pm

The next CAS chairs meeting is scheduled for 1:30pm, Monday, October 24, 2005 in Library 201.

