

MINUTES
College of Arts and Sciences
Chairs Meeting
December 18, 2006

Present: E. Throop (ANSW) S. Zeigler (GOVN)
 H. Goodman (ARTD) D. Coleman (HIST)
 M. Foster (BIOS) M. Schlingmann (MTST)
 A. Schick (CHEM) R. James (MUSC)
 M. Dieckmann (ERTH) S. Parchment (PHRE)
 J. Wade (ECON) M. Biermann (PHAS)
 J. Culross (ENTH) R. Brubaker (PSYC)
 J. Engling (FRLH) C. Moore (Admin. Intern)
 R. Sambrook (GEOG) K. Powell (Dean's Office)
 A. Schoolmaster (Dean) D. Kearns (Admin.Assist)
 T. Otieno (Assoc. Dean) G. Kuhnhehn (Assoc. Dean)

ABSENT: J. Moreton (ENTH), J. Rezaie (COSC)

Alternate: K. Wong (COSC)

Guests: Fred Kolloff, Melanie Bentley

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

M. Bentley informed the chairs that the new Scantron machine is now set-up and ready for use. Chairs were informed that the college has purchased an unlimited license. Those interested in using the Scantron machine should contact M. Bentley in order to create a faculty account and review Scantron programs. In order to review forms that are available for use with the Scantron go to www.tic.eku.edu. M. Bentley informed the chairs that a large format scanner has been approved for purchase from the Foundation Special Fund. Contact M. Bentley for details on capabilities. M. Bentley also reported that a laser printer has been ordered for faculty use. Only paper approved by M. Bentley can be used in this printer. Chairs were also informed that a key to the TIC is available for faculty checkout when access is needed during evenings/weekends.

F. Kolloff distributed a handout on Distance Education and General Education Course Development. Continuing Education and Outreach is working toward better delivery of General Education courses through distance education to assist students in completing degrees. Chairs were asked to review a list of courses targeted for online development, talk with their faculty, identify obstacles/solutions, incentive structure, and bring back ideas on offering these and other courses online. Chairs should contact Bill St. Pierre if there are any inaccuracies with regard to the courses listed on the handout. F. Kolloff also informed the chairs that he would like to meet with each faculty member who is developing an online course regarding ADA compliance. R. Sambrook suggested looking into ways to bring KYVU into the high school community.

A. Schoolmaster reported on the progress of department constitutions and departmental promotion and tenure documents. He encouraged those departments who have not yet submitted their documents to get them finished up and submitted as soon as possible.

A. Schoolmaster distributed copies of page IV-24 of the Faculty Handbook on grievance policies and procedures. A. Schoolmaster reported that a number of grievances had been brought forward this semester. A. Schoolmaster stated that grievances are best resolved at the department level and policy provides for that (Section IV). Departments need to include this process in departmental procedures and should put thought on detail of how a committee will be selected and who will be responsible to put the committee into action.

T. Otieno praised the faculty /chairs on completing the promotion and tenured process in a timely manner. A. Schoolmaster thanked the Promotion and Tenured Committee for all their hard work and dedication. Chairs were

informed that the process moved much smoother this year due to everyone's help. Candidate notification letters will go out early in January.

A. Schoolmaster met with Cheryl Stone to discuss lab manuals written by faculty and required of students. The issues for discussion were distribution of funds, selection process for adoption, intellectual property. A. Schoolmaster asked chairs to provide him with the current departmental processes and he will share that information with C. Stone. It was also noted that intellectual property is of interest to SACS (do we have processes in place and do we follow policies/procedures).

A. Schoolmaster was very pleased to report that 20 of the 45 proposals submitted by CAS faculty to the Foundation Special Funds were funded. He also reported that individuals receiving project funding would be notified very soon on how to proceed with purchases, etc.

A. Schoolmaster asked the chairs to consider updating department websites for Graduation Student Recruiting. This would be accomplished by the college funding the hiring of someone to work with the departments on web pages. Additional funding has also been requested for this project from the University unrestricted one time fund.

A. Schoolmaster reported that the afternoon of January 18 has been selected for a chairs development workshop.

G. Kuhnenn reported on the activities of the new Academic Advisors. They have revised the Faculty Advisor Handbook, met with the chairs of CAS to address some current needs including web presence, and have been involved in recruitment by means of student receptions, freshman orientation, Spotlight, extended campus site advising. Chairs were asked to provide G. Kuhnenn with any ideas they may have on improving advising. It was also noted that in order for chairs to have access to advisee information they must be listed as supplemental advisor in banner. It was also suggested that the Chairs Association may want to discuss chair permissions with the Banner Office

D. Kearns provided chairs with a report on the Fall 2006 part-time budget. It was noted that there are some unresolved issues regarding graduate assistants with part-time teaching assignments. A. Schoolmaster requested that chairs review the report and contact D. Kearns if any information needed to be updated.

Good of Order:

T. Otieno reminded chairs that the final exam schedule cannot be changed by anyone but the Provost. Chairs were asked to remind faculty of the policy and to make sure the policy was not violated.

R. James inquired about the possibility of university meetings being scheduled in conjunction with class times (academic clock).

M Dieckmann reported that Faculty Senate approved the proposed change in CAA membership to one dean representative and one chair representative from each college. M. Dieckmann also reported that Faculty Senate will address the Incomplete grade issue at its next meeting. Chairs were encouraged to look at the Faculty Senate webpage and talk with their department representative. Chairs were also informed that the Late Add proposal had not made it to Faculty Senate as yet.

There being no other business the meeting was adjourned at 3:30 p.m.

The next CAS chair meeting is scheduled for 1:30 pm, Monday, January 8, 2007 in Library 201.