

MINUTES
College of Arts and Sciences
Chair Meeting
February 19, 2007

Present:

E. Throop (ANSW)	D. Coleman (HIST)
M. Foster (BIOS)	M. Schlingmann (MTST)
H. Goodman (ARTD)	R. James (MUSC)
A. Schick (CHEM)	S. Parchment (PHRE)
M. Dieckmann (ERTH)	M. Biermann (PHAS)
J. Wade (ECON)	A. Schoolmaster (Dean)
J. Culross (ENTH)	C. Moore (Admin. Intern)
G. Kuhnhehn (Assoc. Dean)	T. Otieno (Assoc. Dean)
J. Engling (FRLH)	D. Kearns (Admin.Assist)
R. Sambrook (GEOG)	

ABSENT: K. Powell, S. Zeigler, R. Brubaker

Alternate: K. Stewart (GOVN)

The meeting was called to order at 1:32 p.m. in Library 201.

D. Kearns distributed non-tenured faculty evaluations (years 1-4) recently reviewed by the Dean and Provost. Chairs were instructed to review the dean's and provost's recommendations with the individual faculty, have the faculty member sign and receive a copy of the recommendations, and return the original documents to D. Kearns by March 2, 2007.

A. Schoolmaster reported that the Provost has some concerns with the Incomplete grade policy and indicated that the policy needs to be rethought and reworked. Chairs were asked to think about how chairs will be responsible for faculty who assign Incomplete grades then leave the University.

A. Schoolmaster distributed copies of the Provost's draft preliminary framework for distributing one-time merit funds to faculty. The purpose of the discussion was to get feedback from chairs on identifying who is included, distribution, and process. J. Rezaie and M. Biermann reported that the Provost would be attending the February 21, Chairs Association meeting to discuss this topic, and encouraged CAS chairs to attend.

Good of Order:

G. Kuhnhehn encouraged chairs to review their department courses in banner to make sure details such as schedule type, grading mode, etc. are correct. It was suggested that a banner report might exist or could be requested to generate a complete printout for all courses with detail by department. G. Kuhnhehn will pursue this issue.

E. Engling inquired as to whether any CAS departments had collaborative teaching programs with UK. He indicated that he is working on a shared arrangement for less commonly taught languages and was seeking input on existing or previous agreements.

T. Otieno reminded chairs that Friday is the deadline for submitting nominees for college committee elections. Although not included in an election, names of potential curriculum committee members are also to be submitted.

T. Otieno thanked those who have submitted publications documents. He asked that chairs please review the lists before submitting to insure accuracy. T. Otieno reported that the 2004/05 lists are being finalized and that chairs will have an opportunity to review the 2005/06 lists.

A. Schoolmaster requested that chairs with recipients of Booth Scholarships check to see if letters of thanks have been written.

A. Schoolmaster reported that he will begin returning department draft constitutions to chairs with comments. He also encouraged those departments who have not as yet submitted draft constitutions to do so as soon as possible.

A. Schoolmaster reported the successful completion of 5-6 faculty searches with good candidates.

A. Schoolmaster reminded chairs that the Seminar on Development for chairs is February 27, from 1:00 – 4:30pm, at Arlington.

E. Throop reported on her interaction with B. St. Pierre regarding the development of online general education courses. This was followed by discussion regarding his attendance at a future Chairs Association meeting.

There being no other business the meeting was adjourned at 3:05 p.m.

The next CAS chair meeting is scheduled for 1:30 pm, Monday, March 12, , 2007 in Library 201.