

MINUTES
College of Arts and Sciences
Chair Meeting
August 28, 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)
	J. Rezaie (COSC)	S. Parchment (PHRE)
	M. Dieckmann (ERTH)	M. Biermann (PHAS)
	J. Wade (ECON)	R. Brubaker (PSYC)
	J. Culross (ENTH)	A. Schoolmaster (Dean)
	J. Moreton (ENTH)	G. Kuhnhehn (Assoc. Dean)
	J. Engling (FRLH)	T. Otieno (Assoc. Dean)
	R. Sambrook (GOEG)	D. Kearns (Admin. Assist.)
	C. Moore (Admin. Intern)	K. Powell (Dean's Office)

ABSENT: None

Alternate: K. Wong (first portion of meeting for J. Rezaie)

Guests: Kara Covert, J.C. Young and other members of the University Advancement office.

The meeting was called to order at 1:34 p.m. in Library 201

The meeting was opened with the introduction of chairs and then the introduction of staff in the Office of University Advancement. Kara Covert, Assistant Vice President distributed handouts (Campaign Piece/Ways Of Giving) and (Brochure/Students College Outcome). University Advancement is currently covering most of the U.S. They are in the middle of a 14 million dollar "Points of Pride" campaign that runs through 2009. Please let them know of any leads or inquires on gifts, Alumni achievements, and/or department activities. J.C. Young is the contact person for scholarship resources. He distributed to each chair different scholarships available specific to their department. He explained that the percentage of funds distributed is decided by the Foundation Board at meets in the spring. The current distribution is 3.5%. UAO wants to see all scholarships awarded. There will be a spring deadline for the awarding of scholarships due to potential impact on financial aid. A. Schoolmaster encouraged departments to meet with UAO representatives.

Development Members Present:

Kara Covert – Associate Vice President of Development – Travel Area: Louisville, Danville, and Missouri. Kara is the liaison to the College of Business and Tech, she was there as our director.

Lori Farrell – Associate Director of Regional Advancement – Travel Area: California, Texas, Pennsylvania, Michigan, New York, Massachusetts, and all other northeast states. Lori is the liaison for the soft sciences for your college, and she shares that responsibility with Robin Georgian, who was not present.

Bill Melton – Associate Director of Regional Advancement - Colorado, Cincinnati/Northern Kentucky, Ohio, eastern Kentucky. Bill is the development liaison for the hard sciences.

Amy Jo Smith – Associate Director of Regional Advancement – Travel Area: Georgia, Alabama, Tennessee, Arkansas, Louisiana, Mississippi, Illinois, Washington DC area, Arizona. Amy Jo is a new staff member and is the liaison for the Honors program and for Student Affairs.

Members Not Present:

Robin Georgian – Associate Director of Annual Giving – Robin is the Director of Phonathon and also the other liaison for the soft sciences.

Krista Whitaker - Somerset (KY)

Jessica Hastings - North Carolina, South Carolina, Lexington (KY), and western Kentucky

Joey Foster - Chicago and Florida

Tom Arnold - Indiana, south-central Kentucky, Ashland (KY), southern Virginia, West Virginia, Richmond (KY)

A memorandum of agreement has been signed with Gary Booth. A. Schoolmaster will be meeting with science chairs on the awarding of the initial award of \$20,000. D. Kearns will arrange the meeting. In addition, A. Schoolmaster will meet with the social science chairs on the implementation of the Kennamar Scholarship. D. Kearns will also arrange this meeting.

J. Rezaie arrived at 2:05pm and K. Wong left the meeting.

D. Kearns distributed a current Faculty Roster report to each chair. Focus was on submitting vitae and transcripts. Rezaie wants corrections made and sent back to S. Robinson's office this afternoon including any hard copies or links. SACs deadline is Friday September 1, 2006.

D. Kearns distributed the 2006/07 college non-tenured faculty evaluation schedule. Chairs were asked to review the list and report discrepancies as soon as possible. D. Kearns also reminded chairs that this year begins a new evaluation cycle for lecturer positions under the newly approved lecturer guidelines. A. Schoolmaster reminded chairs of the importance of identifying faculty weaknesses and providing suggestions for remediation. Annual reviews must be taken seriously.

A. Schoolmaster urged chairs to begin following the new promotion and tenure guidelines. A. Schoolmaster also reminded the chairs that the dean is to notify chairs of faculty who are up for tenure and the chairs are to notify the candidates who must apply for tenure. Applicants are to submit a letter of intent to the department chair by September 10 with a copy to the dean.

G. Kuhnenn announced the names of the two new college Academic Advisors: Benton Shirey formally of HCOP and Karen Baxley from Georgia. Benton Shirey will be located in Roark 109 and Karen Baxley will be located in Roark 102. G. Kuhnenn reported that the purpose of the two new positions in the dean's office is retention and degree completion. The focus will be to be proactive in support of student advising, providing support to undeclared students as well as general education students. The academic advisors will also be a resource for faculty advisors.

G. Kuhnenn reported that M. Bentley has an old Lexmark a color printer with cartridges available to anyone interested. G. Kuhnenn also reported that M. Bentley has requested a list of faculty no longer with EKU who need to be removed from Active Directory. G. Kuhnenn reported that there is a lab managers workshop on Friday from 9:30am – 11:30am in the TIC. G. Kuhnenn reported that a representative from SCANTRON telephones and it is likely they will not be coming for training on September 15. It now appears that the training will be November 1. Departments will be kept informed. G. Kuhnenn reminded chairs of the cost for using the large format printer: \$1.00 per sq. ft and \$1.50 per sq. ft. with color background. Because charges are involved all printing requires chair's approval. Charges apply to all printing - NO TEST PRINTING. It was also reported that Deep Freeze (PC application) software is available "free" and may be useful in managing computer labs. Pharos (software) will charge computer use back to the student however it cannot be used on the large format printer. G. Kuhnenn also asked chairs to inform faculty not to call M. Bentley to reset faculty ECU Direct PINS. Faculty should contact Dana Kearns for this – she is the only individual in CAS with authorization to reset faculty PINS.

G. Kuhnenn discussed several issues regarding curriculum forms and reviewed a list of forms used for exceptions to policy (Repeat Authorization, General Education Exception, Late Ad, Audit/Pass Fail)

T. Otieno reminded chairs that faculty sabbatical leave reports are due to the dean within 90 days of completion of sabbatical leave. Anyone who was on sabbatical leave last year must submit a report to the dean's office. T. Otieno also announced that Junior Faculty Summer Research progress reports are due to the dean's office by October 20.

Handouts from Mark Whitt on ProfNet were distributed.

Good of Order:

L. Throop reported that contacts list for chairs needs to be updated and wanted to know if it would be possible to centralize the distribution lists so they will be kept up-to-date. G. Kuhnhehn volunteered to look into updating administrative contacts.

T. Otieno reported that departments need to submit the names of faculty will to serve as new tenure track faculty mentors. He also reported that some new faculty have also requested college mentors. Chairs were asked to submit the names of faculty willing to serve as college mentors for new faculty.

E. Engling reported that he is troubled by the bookstore not honoring requests for ordered books submitted by deadline date. M. Biermann reported that he had a meeting with a bookstore representative and has no further problems. Several other chairs reported the same results. A. Schoolmaster announced that he will bring up the textbook order concerns at the next Provost's Council meeting.

A. Schoolmaster announced that Cindy Moore's assignment as the college's Administrative Intern will be addressing faculty workload. Focus will be on the different standards applied to independent study and thesis depending on discipline, honors reassigned time and course release. There was discussion on several ways to share ideas (chat room, open forum, electronic forum and focus groups).

There being no other business the meeting was adjourned at 3:17 p.m.

The next CAS chair meeting is scheduled for 1:30 pm, Monday, September 18, 2006 in Library 201.