

MINUTES
College of Arts and Sciences
Chair Meeting
October 30, 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)
	G. Kuhnhehn (Assoc. Dean)	C. Moore (Admin. Intern)
	J. Engling (FRLH)	T. Otieno (Assoc. Dean)
	R. Sambrook (GEOG)	D. Kearns (Admin.Assist)
		K. Powell (Dean's Office)

ABSENT: J. Moreton (ENTH)

Alternate: None

Guests: None

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

A. Schoolmaster distributed a College of Arts and Sciences Faculty Search Results 2005/2006 executive summary. The summary will be posted on CAS web page. A. Schoolmaster reported that he felt departments made good hires and progress was made with regard to diversity. He also reported that he felt progress was being made on the timing of searches. Departments conducting searches this year were encouraged to be proactive and work with Sandra Moore at the onset of the search process to implement strategies for increasing a diverse pool of applicants. Concerns over recruitment budgets were discussed. A. Schoolmaster congratulated everyone on a job well done this year and wished them continued success for next year.

A. Schoolmaster distributed a handout on the Governor's Scholars Program. Department chairs indicated that they had already received the document by mail and hardcopy.

T. Otieno reported that during this year's Sabbatical Leave process over half of the proposals had missing documentation. He also cited missing documentation in Faculty Development proposals as well as approvals for reassigned time in research proposals with no amount of reassigned time designated. Incomplete documentation is causing great delays in processing. T. Otieno appealed to chairs to make sure incomplete documents are not forwarded. T. Otieno reported that in the future incomplete proposals will be returned and will not be considered. A. Schoolmaster reported that of eleven sabbatical leave proposals submitted, nine were approved by the committee with two being determined inappropriate. S. Schoolmaster concurred with the committee's recommendations and forwarded nine proposals with his support.

A. Schoolmaster asked the chairs who attended the Teacher Quality Summit to report on the activity. D. Schlingmann reported that he felt the Teacher Quality Summit was very productive and worked with a group to develop a plan to produce more students. E. Engling reported areas of concern reviewed during the conference one being a shortage of teachers and the other CAS departments being more involvement in secondary education. There will be an estimated 400,000 teachers needed by the year 2020. It was also reported that school superintendents want more dual credit course offerings. It was noted that this could be an issue with SACS credentialing requirements. It was also noted that the College of Arts and Sciences

needs to work more closely with the College of Education in making efforts more fruitful to enhance teacher education.

G. Kuhnenn reported that dual credit/dual enrollment is on the horizon. This is a topic that will have to be put on the table to determine ways to implement and support. G. Kuhnenn also noted that the college must look at ways to increase enrollment. The best opportunity at the current time is participation in recruitment activities both on a off campus. We will be looking at ways CAS can work more closely with school systems. Ideas were shared on how to increase enrollment in Arts and Sciences departments.

T. Otieno reported \$18,000 trust fund for graduate recruitment. Chairs were asked to submit proposals for use of the funds and asked to focus on specific graduate degree programs rather than all programs offered in a department.

S. Ziegler invited all CAS faculty to a "Definition of Scholarship" meeting which will be held in the TLC on Tuesday, October 31, 2006 at 3:30pm. It was noted that with the current culture shift at ECU the issues of scholarship need to be discussed. A. Schoolmaster supports the need for discussion relating to scholarship and encouraged participation in this important meeting.

A. Schoolmaster issued his annual reminder regarding classes during the Thanksgiving holiday week. Classes are to be held Monday and Tuesday followed by the holiday break (no classes) on Wednesday, Thursday and Friday.

J. Wade withdrew his agenda item regarding College Level Advisors.

G. Kuhnenn announced that he will be emailing an advisor list to department chairs for review and correction. Chairs were also asked to identify which programs each advisor advises. G. Kuhnenn reported that Benton Shirey would be overseeing this project. Chairs were asked if the CARES reports were found to be valuable and serving a purpose. The response was a resounding "yes". R. James asked for the current policy for students to change advisors. G. Kuhnenn reported that he would check the policy and report back on this issue.

G. Kuhnenn reported that the college must submit names for a pool for potential selection for academic integrity petitions. Each department is to submit the names of two faculty and two students to G. Kuhnenn as soon as possible. If a department has graduate as well as undergraduate programs the names of one graduate student and one undergraduate student should be submitted. The deans office is also required to submit names of faculty and students. It was also noted that the Academic Integrity Committee does not super cede Academic Practices.

G. Kuhnenn reminded department chairs that Scantron training is scheduled for November 1 and to make sure appropriate department representatives are in attendance.

Chairs were reminded of the November 1 deadline for Roark Lecture applications and asked to remind faculty of the deadline. Only two applications have been received to date. It was also noted that the presentations must have a broad appeal.

A. Schoolmaster reported that last year the College of Arts and Sciences received \$174,000 for instructional capital equipment last year. The College provided an additional \$70,000 to support research. A. Schoolmaster reported that a large portion of this years funds have already been used for instructional upgrades in classrooms. The standard distribution formula will be used to distribute the balance of capital equipment funds this year. It was also noted that there was not provision in this year's budget for increases in the number of faculty for Professional Development. The extra funds are coming from faculty development dollars provided by the Provost. A. Schoolmaster has committed \$12,000 for faculty development this year.

A. Schoolmaster Strategic Planning Committee met last week to review proposals. The college committee identified ten initiatives that will go forward. The list will be posted soon. R. James asked for feedback

on last year's funded initiatives at the university level. A. Schoolmaster reported that none of the College of Arts and Sciences proposals were accepted last year. A. Schoolmaster will obtain and share information on those projects that received funding last year. T. Otieno will provide a summary of the criteria the college committee used in its ranking of strategic planning initiatives.

A. Schoolmaster reminded chairs of the necessity for turning in ECU Foundation One Time Projects Initiatives proposals on time. Proposals with a letter of support from department chair are due to the dean by the morning of Tuesday, November 14, 2006. There was some discussion on potential proposal topics.

Chairs were reminded that promotion and tenure documents are due to the dean's office by December 1, 2006. There will be no extensions of the deadline.

Good of Order:

J. Wade invited everyone to the Economics Open House on Thursday, November 2, from 4-5 p.m.

A. Schoolmaster encouraged chairs to participate in the review of the five Provost candidates. It is anticipated that two candidates will be on campus each week on a Monday/Tuesday and Thursday/Friday schedule. No candidates will be on campus during the week of Thanksgiving.

M. Biermann inquired about reporting equipment failures in classrooms sometimes used by a department but not assigned to the department.

M. Foster inquired about the pool of university vehicles. It was reported that ECU has now contracted with Enterprise Car Rental for vehicles.

E. Engling addressed the issue of disruptive students followed by discussion.

M. Dieckmann reported that an issue of importance may be brought before the next Faculty Senate meeting. Chairs were encouraged to speak with their department representatives.

There being no other business the meeting was adjourned at 3:25 p.m.

The next CAS chair meeting is scheduled for 1:30 pm, Monday, November 20, 2006 in Library 201.