

MINUTES
College of Arts and Sciences
Chairs' Meeting
April 7, 2008

Present:

H. Goodman (ARTD)	D. Coleman (HIST)
R. Frederick (BIOS)	R. James (MUSC)
A. Schick (CHEM)	S. Parchment (PHRE)
K. Wong (COSC)	M. Biermann (PHAS)
F. Ruppel (ECON)	R. Brubaker (PSYC)
J. Keller (ENTH)	J. Wade (Dean)
E. Engling (FRLH)	T. Otieno (Assoc. Dean)
R. Sambrook (GEOS)	M. Foster, (Assist. Dean)
S. Zeigler (GOVN)	D. Kearns (Admin. Assistant)

Absent: E. Throop, S. Zeigler, and D. Schlingmann

Alternates: G. Rainey (GOVN), and D. Greenwell (MTST)

Guests: R. Perrine

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

J. Wade inquired as to whether or not all CAS chairs received department scholarship lists from the Development Office. J. Wade reported that the dean's office had received its list which reflected approximately \$248,000 in scholarship funds available for distribution next year. J. Wade reminded chairs that there is student need for these funds and hopes all available scholarship funds will be awarded.

J. Wade asked chairs to copy D. Kearns on all merit pay reports.

T. Otieno announced that he has organized another Mentoring Luncheon to be held on April 9, 2008.

J. Wade informed chairs that additional college funds have been reallocated to fund Junior Faculty Summer Research Awards bringing the total number of faculty funded to 13 for summer 2008. J. Wade also informed chairs that decisions on distribution of the \$50,000 set aside for departmental projects will be made after more information on the budget is revealed.

T. Otieno announced the Roark Lecture will be Tuesday, April 8, at 6:30pm. Chairs were asked to encourage faculty to attend. Refreshments will be served. D. Coleman also announced guest speaker Jackie Burnside from Berea, KY, will be presenting at 3:45pm on the same day in Library 108. Jackie Burnside will present "African-Americans in Madison County".

J. Wade reported that all but two of this year's chair evaluations (questionnaires and committee reports) were in and on his desk for review.

Chairs were informed that Accounting will only accept itemized restaurant meal receipts (must list individual food and beverage orders) for candidate interview reimbursements.

R. Perrine, General Education Director, addressed the group on General Education Assessment. R. Perrine reported that after reviewing assessment material it was discovered that the issue of how faculty are using data to improve courses was not being addressed. A handout was provided giving pointers on how to use

the data. R. Perrine also discussed an incentive program to engage discussion amongst departmental faculty on this subject.

R. Perrine discussed and answered questions regarding Writing Intensive Courses. All courses with a “W” designation (i.e. HIS 200W) are writing intensive courses. Proposals for writing intensive courses must go through the normal curriculum approval process. All students are required to take at least one “W” (writing intensive) course.

J. Wade reported that Continuing Education and Outreach has received funding to assist in the development of more online General Education Courses. Funds could potentially be used to provide reassigned time to faculty who agree to develop such courses. More information will be provided as criteria are developed.

J. Wade provided chairs with a copy of his memo to the Provost requesting the release of the freeze on critical faculty lines in the college. Justifications were also included for each line. Staff lines were not included in his request. J. Wade indicated that if positions are released, departments will need to be prepared to conduct searches over the summer. Several questions were raised on how budget cuts will be addressed as well as whether or not rollovers will occur. J. Wade indicated that the Budget Council will be meeting soon and hopefully many questions will be answered at that time. It was also reported that there are a few verbal resignations that cannot be considered until official letters of resignation are submitted.

M. Foster reported that there are a large number of CAS majors at extended campus sites (Hazard, Manchester, Corbin, and Danville). In order to insure that they are receiving appropriate advising, CAS advising staff will be going to the extended campus sites to assist with advising. Departments were asked to provide M. Foster with any specific information/issues they feel would be helpful or necessary for advising as soon as possible.

T. Otieno reported that a revised Sponsored Programs Internal Review and Approval form giving Accounting the authority to charge grant overruns to the department if the form is signed by the chair was implemented prematurely as it touches on a section (violations of the policy) of proposed Sponsored Programs policies that are currently being reviewed by a university-level workgroup.

T. Otieno addressed a variety of concerns and proposed remedies. One of the primary concerns is that departments are being charged for any grant overspending and un-allowed purchases without notification or the opportunity to address the overrun. Several items suggested to help resolve this issue include:

- Chairs must be consulted before funds are taken from departmental budget.
- Sponsored Programs must contact PI and department chair immediately if there is a budget overrun.
- Monthly budget reports are to be provided to PI and department chairs.
- Chairs are to be notified when grant account is 90% spent.
- Any communication with PI from Accounting must be copied to department chair.
- Address issue of delays with internal budget transfers.

The Sponsored Programs office will prepare a statement explaining the process to be used to keep chairs informed so that any overruns can be prevented or addressed. T. Otieno reported that the revised Internal Review and Approval Form had not been recalled. Chairs need to be aware of what they are agreeing to when they sign a document.

J. Wade informed chairs that T. Otieno is also serving on a subcommittee looking at redistribution of Indirect funds. Current indirect distribution is as follows:

55% - University
15% - Dean
20% - Chair
10% - PI

Sponsored Programs is proposing the following distribution:

50% - University
20% - Sponsored Programs
30% - Dean

The subcommittee is proposing that \$300,000 be taken off the top of the annual indirect funds collected by the University for Sponsored Programs. Of the \$300,000, \$217,000 will be used to fund four new staff positions in Sponsored Programs. The balance of the \$300,000 (or \$83,000) will be used by Sponsored Programs to support faculty development. The remainder of the Indirect funds collected (less the \$300,000) will be distributed using the original approved distribution percentages:

55% - University
15% - Dean
20% - Chair
10% - PI

T. Otieno informed chairs that he will keep everyone informed as the process moves forward.

M. Foster reported that EKU had unannounced Federal and State agencies visits in December. Several minor EPA violations were reported. Steps are now being put into place to address the violations including RCRA training for those most directly in contact with hazardous materials. Other types of training will be provided by Risk Management. J. Wade noted that it is very important that our students be in a safe environment.

Good of the Order:

M. Foster reminded chairs of the current opportunity to review and clean-up catalog copy. Revisions should be forwarded to M. Foster by April 11. M. Foster will forward all College revisions to the Registrar.

H. Goodman announced the BFA show would be in two weeks.

Chairs were reminded of the CAS Mentoring Social to be held at 6:30pm, Friday, May 2, at the Arlington Mule Barn.

R. James announced the World Percussion Ensemble to be held, Tuesday, April 8, joined by Madison Central High School.

J. Wade reminded chairs the President Whitlock's inauguration, to be held on April 25.

There being no further business the meeting was adjourned at 2:24 pm.

The next CAS chair meeting is scheduled for 1:30 pm, Monday, April 21, 2008 in Library 201.