

MINUTES  
College of Arts and Sciences  
Chair Meeting  
January 7, 2008

Present:

E. Throop (ANSW)	D. Coleman (HIST)
H. Goodman (ARTD)	D. Greenwell (alt.) (MTST)
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: D. Schlingmann

Alternates: D. Greenwell

Guests: L. Miller, and J. Pogatshnik

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

L. Miller, College of Arts and Sciences Chemical Storage Manager discussed the need for good chemical inventories mandated by State and Federal regulations. Chairs were informed that Homeland Security requires that certain chemicals be tracked. L. Miller reported that there were surprise inspections prior to the holiday break and that regulatory agencies now appear to be more focused on universities. It is expected that inspections will occur on a more regular basis. L. Miller is working with Risk Management to develop guidelines. Departments must realize that if they have chemicals they must label the chemicals and keep certain records. L. Miller distributed an example spreadsheet reflecting bare minimum record keeping. L. Miller informed chairs that government agencies can impose fines (daily fines in some cases). There was discussion regarding information dissemination to the college. M. Biermann suggested that this be coordinated through the college chemical safety work group. It was noted that all departments are not represented on this work group and additional representation may be necessary. L. Miller also informed chairs that the Chemical Waste Handling Guide is posted on the college website. Any questions related to chemical handling should be directed to L. Miller.

J. Pogatshnik, Associate Vice President for Research, joined the meeting to discuss proposed changes in Sponsored Programs policies. J. Pogatshnik reported that there have been three audits on grant activity since his arrival at EKU with none in the prior ninety-nine year history. Each of the following draft policies were discussed in detail and can be viewed at <http://www.sponsoredprograms.eku.edu/pol/>

- Policy 3.4.3: Cost Sharing (draft last revised 11/13/07)
- Policy 3.4.4: Cost Transfers (draft last revised 8/24/07)
- Policy 3.4.5: Direct Charge (draft last revised 11/13/07)
- Policy 3.4.6: Effort Reporting (draft last revised 11/13/07)
- Policy 3.4.7: Proposal Submission and Award Acceptance (draft last revised 11/13/07)
- Policy 3.4.8: Salary Compensation on Grants (draft last revised 8/24/07)
- Policy 3.4.9: Subrecipient Monitoring (draft last revised 11/13/07)

There was considerable discussion most of which revolved around proposed changes to indirect distribution and salary savings. J. Pogatshnik reported that his mandate when being hired was to increase scholarship on campus. In order to do so, with few current resources and based on models from other institutions, J. Pogatshnik has proposed changing indirect distribution, moving a large portion to Sponsored Programs to establish a fund for scholarship (approximately \$400,000). Grant purchased salary savings was also discussed. Currently, grant purchased salary savings stays in the department. J. Pogatshnik stated that the goal is to be able to move those salary saving dollars for things other than salaries. Chairs indicated that this would be a good incentive for supporting the proposed change in indirect distribution. J. Wade asked chairs to bring these issues to the attention of department faculty and faculty senate representatives. J. Pogatshnik indicated that it is his hope to have the necessary approvals to implement the policy proposals by July 1, 2008.

J. Wade reported that he had received departmental newsletters from PSYC, GEOS, and HIST. He noted that these were a good recruiting tool.

Chairs were provided with a handout reflecting currently reported CAS departmental online course offerings. M. Foster reported that Justice and Safety is currently offering an online program of sorts but is hampered by the lack of online general education course offerings. M. Foster requested information from those chairs who had not as yet reported general education offerings and reported that he would distribute an updated spreadsheet when the list is complete.

The following due date reminders were provided:

- a. 3<sup>rd</sup> and 4<sup>th</sup> year non-tenured evaluations – January 25
- b. 1<sup>st</sup> year non-tenured evaluations – January 18
- c. Faculty emeritus nomination – February 14

Chairs were informed that a Retention Task Force has been formed to review strategic plan process and has requested that retention be added to the goals. J. Wade reported that some departments have received funding support from G. Kuhnenn for such things as t-shirts for department events for high schools. It was also reported that there have been suggestions that ECU offer a bachelors degree with a 120 hour degree requirement – not all programs but might be appropriate for programs with a large number of free electives. It was also reported that ECU is one of only three institutions requiring 128 hours for a bachelors degree. M. Foster noted that teaching majors at ECU are currently required to take 130-143 hours. This will be discussed further at Council on Academic Affairs. M. Foster is currently preparing a list of CAS programs and current program hours.

Good of the Order:

F. Ruppel informed chairs of a Washington Post article on funding opportunities for teachers in high-poverty schools. F. Ruppel volunteered to forward the article to chairs electronically.

F. Ruppel reported that the Department of Economics is getting some new classroom furniture and will have good used desk/chairs available. Those interested in the good used desk/chairs should contact F. Ruppel directly.

J. Wade reported that the Copier Committee is trying to rank proposals by mid-month. Depending on budget situation, it is the goal to lease and have copiers on campus in March.

M. Foster reported that the dean's office has hired a new Academic Specialist, Ms. Katrina Dezarn.

J. Wade reviewed an enrollment report (handout) distributed to chairs.

M. Biermann reported that the Chairs Association will be discussing the Program Review process. M. Biermann also reported that the Provost's office (J. Vice) is very much on board and that significant changes are possible.

M. Biermann reported that the Colonel's Compass has had an incorrect Spring 2008 start date posted and recently updated (to 1/14/08) without any notification.

R. James reported that new Trac Dat software has some very intuitive features.

J. Wade confirmed his extended stay as interim dean.

There being no further business the meeting was adjourned at 2:57 pm.

The next CAS chair meeting is scheduled for 1:30 pm, Monday, January 28, 2008 in Library 201.