

MINUTES  
College of Arts and Sciences  
Chairs' Meeting  
August 11, 2008

Present:

E. Throop (ANSW)	D. Coleman (HIST)
H. Goodman (ARTD)	D. Schlingmann (MTST)
R. Frederick (BIOS)	R. James (MUSC)
A. Schick (CHEM)	S. Parchment (PHRE)
F. Ruppel (ECON)	M. Ciocca (PHAS)
J. Keller (ENTH)	R. Brubaker (PSYC)
E. Engling (FRLH)	T. Otieno (Assoc. Dean)
J. White (GEOS)	D. Kearns (Admin. Assist.)
J. Wade (Dean)	

Absent: S. Zeigler (GOVN), K. Wong (COSC), and M. Foster.

Alternates: None.

The meeting was called to order at 1:31p.m. In Library 201.

J. Wade welcomed chairs back to the beginning of another academic year and introduced M. Ciocco who will serve as Interim Chair of the Department of Physics and Astronomy for the 2008/09 academic year.

J. Wade reported that approximately 120 attended the Faculty Staff 911 presentation. J. Wade also reported that the presentation was videotaped and would be available for viewing through the fall 2008 semester. Chairs were encouraged to pass this information along to faculty who did not attend, as everyone needs to know how to help students in difficulty.

J. Wade announced that all EKU faculty and staff will be required to participate in Sexual Harassment/Discrimination Training (two different trainings). The training will be conducted every two years and will be provided through the Equal Opportunity Office. The training will be provided online and may be retaken until passed. As an alternative to online training/test, for those who prefer, face-to-face training/testing sessions, will be available.

H. Goodman presented the results of his work with M. Foster in establishing a college logo. After the presentation and some discussion, there was consensus on moving forward with the established logo.

J. Wade distributed copies of the new Guidelines for Filing Requests to Change Facilities (RCF). J. Wade reported that the EKU-Siemens energy contract had been approved in Frankfurt.

J. Wade announced that the University has been testing a Digital Measures program for entering and tracking vita data. The College of Business and Technology has served as the test group. EKU has committed to a site license, and a staff position for entering data. The information collected and entered will be used for promotion and tenure as well as merit pay. T. Otieno stated that the greatest obstacle will be appropriate reporting of information.

J. Wade reported that there will be close scrutiny of faculty teaching loads. There will be no overload pay for faculty who are not carrying twelve-hour teaching loads.

Chairs were provided with a faculty release/reassigned time report format for fall 2008 and asked to complete and return the form to J. Wade by September 15, 2008. The report should include chairs but not RTP faculty.

J. Wade reported that the fall 2008 enrollment credit hour figure is currently at 92,000. J. Wade also reported that in recent years the credit hour figure at this same point for a fall semester has been at over 100,000. Chairs were informed that B. Shirey has requested seats be added on August 22 for jump start students. Areas of interest are ENG 101 and 102, HIS, PSY, and MAT 105 and 107. It was reported that seats are still available in GEO and ECO. Approximately five chairs indicated that they are still looking for faculty to cover sections. It was reported that Arabic course primarily offered for Military Science students has filled as well as the Italian course offered primarily for Music students.

J. Wade announced that now is the time for chairs to begin formulating their requests for tenure track and lecturer lines for 2009/10. Chairs were reminded that RTP approvals leave departments at risk and will be reviewed/evaluated on a case-by-case basis.

J. Wade reminded chairs of the college meeting on August 19, at 10:30am, in Gifford Theatre, Campbell Building.

Annual Institutional Effectiveness Progress Reports were distributed to chairs. There is an October 10<sup>th</sup> due date.

T. Otieno announced that he will be forwarding an email regarding KPIs to chairs within the next few days.

Chairs were provided with a handout from the Regional Stewardship director. The handout is a list of 2007/08 information data requested for reporting to CPE. Chairs were asked to compile and submit the requested data to B. Shadur by the end of the week.

T. Otieno reminded chairs that the Board of Regents approved new Promotion and Tenure guidelines. T. Otieno reviewed a few of the finer points of the new guidelines. T. Otieno distributed copies of a detailed Promotion and Tenure schedule (guideline – FYI only) and informed chairs that the college would hold a P&T forum in early September. It was also reported that D. Kearns would be sending out the non-tenured faculty evaluation schedule very soon.

Chairs were provided with an ECU University calendar of summer schedules from 2009 – 2014. J. Wade reported that a decision on summer commencement has not yet been made.

J. Wade reported that IT is gearing up to review laptops and will conduct an evaluation of laptop availability.

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T. Otieno reminded chairs that Sabbatical Leave applications are due from faculty to chairs by September 15. Department/chair recommendations are due to the dean by October 1, with the college/dean recommendations due to the Provost by November 1.

R. James announced that “Pops at the Park” is Saturday, August 16, beginning at 8:00pm. This year’s theme is “We Love the 80’s”. Tickets are \$10 in advance and \$15 at the gate.

F. Ruppel announced that the Globalization major is awaiting approval.

There being no further business the meeting was adjourned at 2:45pm.

The next CAS chair meeting is scheduled for Monday, August 25, 2008, at 1:30p.m., in Library 201.