

MINUTES
College of Arts and Sciences
Chair Meeting
February 11, 2008

Present:

E. Throop (ANSW)	D. Coleman (HIST)
H. Goodman (ARTD)	D. Schlingmann (MTST)
J. Harley (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)
R. Sambrook (GEOS)	T. Otieno (Assoc. Dean)
S. Zeigler (GOVN)	D. Kearns (Admin. Assistant)

Absent: M. Foster, R. Frederick, and E. Engling

Alternates: J. Harley (BIOS)

Guests: K. Baxley

The meeting was called to order at 1:33p.m. in Library 201.

J. Wade introduced K. Baxley, Academic Advisor from the CAS Dean's Office. K. Baxley informed chairs of steps taken to enhance awareness of CAS scholarships by working with the Development Office to obtain MOAs, create posters (large posters in Roark and small posters 8 ½ " x 11" for distribution to departmental offices). Chairs were informed that T. Otieno is developing governance documents for scholarships and K. Baxley and B. Shirey will be non-voting committee members of the Student Awards Work Group.. Scholarship information and applications will be posted on the CAS website. There was discussion on several specific scholarships and K. Baxley expressed great enthusiasm for working with this project for the benefit of students. K. Baxley also reminded chairs to contact either her or B. Shirey if they have advising questions.

J. Wade reported that with IDEA evaluation data taking a bit longer getting back to faculty/department, the deadline for completing the merit pay process is moved to April 1.

J. Wade distributed a report on last year's one-time funds (\$8 million distribution) which reflects spent and unspent funds. Chairs were informed that these funds must be spent (received in the case of purchase orders) by June 30, 2008. A similar report was also distributed on allocated Foundation Funds (\$1 million distribution). These funds must also be spent (received in the case of purchase orders) by June 30, 2008.

T. Otieno reported on recent changes in EPSCoR funding to stimulate competitive research with matching funds (primarily in the sciences). From this point forward each university will be allowed to submit only two proposals per year. EPSCoR will contact Sponsored Programs if one or both of the proposals are funded. It was also reported that if position(s) is not filled within 18 months of the award, funding is lost. EKV has been awarded three EPSCoR grants in the last two years: two in BIOS and one in CHEM. T. Otieno also noted that EPSCoR has included a new category: cyber-infrastructure, which may encompass COSC.

There was discussion on the College of Justice and Safety wanting more online courses offered by EKV. Summer stipends of \$2,000 for faculty to develop needed online courses in English and Chemistry were discussed. Courses would be offered and taught in-load however Justice and Safety would own and control

enrollment (potentially capping enrollments at 15). J. Wade reported that he has proposed an ECU Online University to screen enrollments for online courses. Interested faculty should notify their department chair who will in turn contact the dean. The funding source of the \$2,000 stipend has not been established.

Distance Learning Showcase is scheduled for February 20, 2008 from 11:30am – 1:30pm, in the Faculty Lounge of the Keen Johnson Building.

Copies of an updated college phone tree and college/departmental contact sheet were distributed.

Good of the Order:

T. Otieno informed chairs that nominations for next year's college committee vacancies would be solicited and elections held after Spring Break.

T. Otieno reported that the college Research and Faculty Development Committee met regarding funding recommendations of Spring Faculty Development applications. T. Otieno reported that there were 31-32 applications with two submitted passed the deadline and eight were submitted without documentation. In the future, applications that are submitted late or without proper documentation will not be considered for funding. T. Otieno reported that this year's committee was a very consciences and serious group.

J. Wade reminded chairs of the upcoming ECU Spotlight event on February 23. All departments are expected to have representation.

J. Wade reported that there is no consensus on the top three copier proposals at this time. Another meeting is expected to be called very soon.

E. Throop announced that three Physical Anthropology candidates will be giving presentations at 3:30pm, in Keith 235 on the following dates: Tuesday, February 12; Thursday, February 13; and Tuesday, February 19. Any interested faculty are welcome to attend.

J. Keller announced that Young Smith will be having a poetry reading from his new book on Thursday, February 13, at 7:00pm in Keen Johnson.

M. Biermann announced that anyone who had opinions on the new three-hour orientation course should contact the following individuals with comments: Mark Biermann, Kate Williams, and Onda Bennett. M. Biermann encouraged faculty to speak up now. M. Biermann also reported that 50% of the instructors for this course must be faculty and that no one without a Masters degree will be teaching this course.

There being no further business the meeting was adjourned at 2:30 pm.

The next CAS chair meeting is scheduled for 1:30 pm, Monday, February 25, 2008 in Library 201.