

MINUTES
College of Arts and Sciences
Chair Meeting
November 12, 2007

Present:

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| E. Throop (ANSW) | D. Coleman (HIST) |
| H. Goodman (ARTD) | D. Schlingmann (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: None

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

J. Wade announced that the College Strategic Planning and Budget Committee will meet at 11:00am on Wednesday, November 14, in the Regents Dining Room, to review strategic budget requests from departments. In order for committee members to have a clear understanding of requests, chairs are requested to attend and make brief presentations. J. Wade requested that all chairs forward electronic budget requests to K. Neubauer by the posted due date of November 15. J. Wade informed the chairs that he is scheduled for a budget hearing with the Provost after the Thanksgiving break. Once the Provost has met with all academic units, he will compile a budget request for academic affairs.

J. Wade announced that the College has received five laptops with one additional laptop expected. J. Wade requested chairs to submit the names of those faculty needing laptops with first priority to those who will be returning next year. J. Wade announced that he has requested an additional six laptops including MACs.

J. Wade informed chairs that he prefers the chairs sit in on tenure track faculty candidate interviews. Chairs were provided with copies of a new Promotion and Tenure policy which will go to the Board of Regents in January. The new policy provides for tenure review after six years rather than five years for those hired after August 1, 2008. Another change in policy provides for the University Committee to hear appeals only. Copies of the proposed policy are being provided to interviewing tenure track faculty candidates.

T. Otieno provided chairs with copies of college demographic search results for 2006/07. Chairs were asked to compile this data throughout this year's faculty searches and be prepared to submit the information to T. Otieno when requested early Summer 2008.

J. Wade informed chairs of vigorous discussions regarding a proposed policy from Sponsored Programs which includes changes to the distribution of indirect funds, changes to the percentage of salary for release time, and responsibility for overspending. This was followed by discussion and chairs were asked to review the policy and send feedback to T. Otieno and J. Wade. It was also announced that J. Wade recommended T. Otieno serve as the CAS representative on the Sponsored Programs Policy ad hoc committee.

Chairs were provided with copies of an Appropriations Request Information Form or Development Support Request Form template. J. Wade announced that President Whitlock would be going to Washington in December for the purpose of fundraising. Chairs were asked to prepare external funding requests (not to exceed 2-pages) and submit them to J. Wade by noon, Friday, November 16. Requests for private funding (identify potential donor names if known) are to be forwarded to J. Foster, University Development.

M. Foster informed chairs that there is an updated Exception to Academic Policy form and asked that they begin using this new form immediately. All information required on the form is essential especially the chair's recommendation to approve or disapprove the request.

J. Wade informed chairs that retention and recruitment are high priorities of both the Provost and CPE. There is a move toward departments tracking retention and graduation rates within their departments. Funds have set aside for retention and recruitment and departments can submit funding proposals to J. Wade and he will review and forward. It was reported that the Department of Music recently submitted a request that was funded. This was followed by discussion of extension agents and their function. It was reported that Lincoln County High School will bus eligible students to EKU's Danville Center to take college credit ENG and HIS courses. It was noted that this is a good introduction of high school students to EKU.

M. Foster requested that all advisor assignments be handled by his office. After Friday, November 16, no advisor changes will be made this term. Notification and instruction for changing advisors will be sent out once the process is refined.

M. Foster reported that he has compiled all of the data submitted to him from chairs on space accountability and submitted it to H. Terry (Registrar). He also reported that a few items are missing however that too will be turned over to H. Terry when completed.

Chairs were informed that Odette Shults will be picking up all the departmental and college brochures collected in the dean's office. Ms. Shults will be on campus Nov. 19 & 20 and will be contacting department chairs to discuss departmental brochures.

J. Wade distributed copies of a Determination of Terminal Degrees form sent out by S. Robinson earlier in the day by email. Chairs were asked to read S. Robinson's email, complete the form, and submit the completed forms to the dean's office.

Good of the Order:

T. Otieno thanked the departments of Geography and Geology, and Physics and Astronomy for submitting P&T documents well before the December 1, 2007 deadline.

R. James announced the return of the traditional Madrigal Dinner to be held this year on Friday, December 7, and Saturday, December 8. Tickets are now on sale for \$25.00 each in Room 17 of the Powell Building.

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

The next CAS chair meeting is scheduled for 1:30 pm, Monday, November 26, 2007 in Library 201.