

MINUTES
College of Arts and Sciences
Chair Meeting
August 13, 2007

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)
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)	D. Kearns (Admin. Assistant)

ABSENT: S. Zeigler (GOVN)

Alternates: G. Rainey (GOVN)

Guests: S. Means

The meeting was called to order at 1:35 p.m. in Library 201.

J. Wade introduced S. Means from EKU's Institutional Effectiveness office. Chairs were provided with a handout distributed by S. Means. S. Means reported that CPE is interested in engagement (outreach) partnerships and has requested that each institution report various partnership agreements. There was considerable discussion on the types of partnerships appropriate for reporting. Chairs were asked to refer to the template in the handout for reporting format. By August 15, J. Pogatshnik will provide a list of all Sponsored Programs projects/partnerships for circulation. It was requested that chairs not duplicate listings but report additional partnerships not on the list from Sponsored Programs. S. Means encouraged chairs to contact her directly if they have any questions or require additional clarification. Chairs are to submit their reports to T. Otieno no later than September 10, 2007.

S. Means also reported that this is the first year to measure progress on the 2006-2010 Strategic Plan. KPI documents are due in early October. It was acknowledged that some new pieces of information are awkward and difficult to collect. Chairs were instructed to fill-in the blanks on the spreadsheets however if a question does not apply to a department it is okay to put in a zero. After further discussion, S. Means thanked the chairs and left the meeting.

T. Otieno distributed several handouts. The first handout was on CAS tenure track search statistics/demographics per the CAS Strategic Plan. Chairs were asked to provide T. Otieno with the missing data as soon as possible. This includes reasons for faculty resignations (tenured/tenure track faculty only).

The second handout distributed by T. Otieno was a college calendar listing dates of importance. This calendar will also be distributed to faculty at the college meeting on August 15, 2007 and will be posted on the college website. Updates to the calendar will be done in a manner that will reflect an obvious change. Chairs were asked to review the calendar and report any necessary corrections/additions to T. Otieno right away.

J. Wade reported that the College of Education had requested a CAS representative to serve on their Professional Education Admission Committee. The names of M. Dieckmann, M. Brock, and H. Hensley were recommended to J. Wade by chairs.

J. Wade reported that the Provost is in the process of assembling a Summer School Organization Task Force and is looking at moving summer school back to the colleges. It was recommended that K. Rahimzadeh serve as the General Education representative on the committee.

J. Wade reported that the State does not support banking hours or comp time. Departmental documents need to be reviewed/revise to be sure there is no written reference to these topics.

J. Wade distributed an enrollment trends report based on SCH and reported the data was pulled from banner report SIJFTEF. J. Wade also reported that this is the type of tool he will use in determining new faculty lines.

Chairs were encouraged to participate in the ECU copier project by completing the questionnaire and sending a representative to one of the scheduled meetings.

J. Wade reported that both he and D. Kearns met with the Provost regarding travel stipends for part-time faculty living outside of Madison County and teaching on campus. J. Wade reported that the Provost approved continuation of the practice. J. Wade also reported that the Provost agreed to help with additional part-time funding should it become necessary. J. Wade also indicated that he would look from within before requesting this assistance.

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F. Ruppel inquired as to whether college faculty development funds would be available this year. It was reported that the college had set aside \$20,000 for college faculty development. Details can be found on the CAS website.

R. James brought up the subject of University Professional Development funds and the annual increase in funding outlined in the Strategic Plan.

K. Powell announced that free tickets for Pops in the Park for new CAS faculty and chairs are still available in the dean's office. Anyone interested should contact K. Powell by phone or email.

T. Otieno reminded chairs to submit the names of alternates for the college Curriculum Committee by August 21.

R. Sambrook addressed the laptop exchange program and asked chairs to remind faculty that they are obligated to return laptops to ITDS when resigning or retiring.

Social Science chairs were asked to remain for a brief meeting.

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, August 27, 2007 in Library 201.