

MINUTES  
College of Arts and Sciences  
Chair Meeting  
March 17, 2008

Present:

E. Throop (ANSW)	T. Hartch (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)
J. Gershtenson (GOVN)*	D. Kearns (Admin. Assistant)

Absent: S. Zeigler, D. Coleman

Alternates: J. Gershtenson (GOVN), T. Hartch (HIST)

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

J. Wade reminded chairs that 2007 departmental publication data is due to T. Otieno by March 21, 2008. T. Otieno noted that several departments had already submitted their data.

J. Wade reminded chairs that merit pay reports are due to the dean by April 1, 2008. M. Biermann reported that the online IDEA results were not made available until just before spring break making the April 1, deadline a struggle.

M. Foster informed chairs that the "W" drive is not a secure drive. Anyone with ECU access can access through various means. M. Foster strongly suggested that chairs instruct faculty and staff to backup secure files on the "U" drive.

J. Wade presented the chairs with a draft revision of the Course Syllabi policy. Some specific changes were addressed and discussed:

- Course objectives have been replaced with Student Learning Objectives
- Attendance policy
- General Education Course syllabi must include general education goals
- Should multiple-section courses be required to have the same textbook and have a common syllabus?

D. Kearns distributed copies of the Procurement Card Allocation, Approval and Submission Deadlines for 2007/08. Chairs were reminded that their (chairs) allocated statements and receipts must be to the dean's office for approval prior to the listed monthly deadlines.

M. Foster reminded chairs that advising begins soon and that it is the responsibility of departments to print CARES reports if they want printed copies for advising. Departments needing assistants with printing or instructions on printing should contact M. Foster.

T. Otieno reported that the new University Promotion and Tenure Policy makes it more necessary than every to hold candidates to published due dates. More reconsideration and appeal layers are built into the

new policy that will require more time. It was requested that chairs begin informing faculty now. T. Otieno also noted that he sent out an email earlier in the day listing upcoming college events which include two P&T forums. Chairs were asked to encourage faculty who may be considering applying for tenure and/or promotion to attend one of the forums. J. Wade noted that there are many details that need to be addressed regarding the new Promotion and Tenure policy. J. Wade also reported that T. Otieno is a member of a work group working with the Provost to address and resolve these items.

J. Wade informed the chairs that the University would like to absorb course fees into tuition and build replacement funds into base budgets. There was concern that budget cuts would have a negative impact on the resource funds normally covered by course fees. J. Wade requested that chairs forward any comments to him.

J. Wade reported that he has been invited to attend a meeting called by the Madison County Board of Education Chair, Betsy Bohannon regarding ECU providing dual credit courses to Madison County high schools via video conference (ITV). J. Wade reported that he has invited D. Schlingmann and J. Keller to join the meeting for discussion.

Good of the Order:

J. Wade informed chairs that he is offering a one time pool of funds and accepting applications for one time funding for global departmental issues such as capital equipment, upgrades, etc. Applications, which are to be in memo form and include a budget, are due by Monday, March 24, 2008.

E. Throop reported on a meeting she attending in Frankfort on Monday, March 10, 2008, regarding development of career pathways for high school juniors through college. There was concern that this was a move toward vocational tracks and seemed to dismiss liberal arts.

M. Biermann reminded chairs that the next Chairs Association meeting is on Wednesday, March 19, 2008, at 3:45pm. It was reported that Marc Whitt would be attending as scheduled, and that Kate Williams would not be attending to discuss the new three-hour orientation course. M. Biermann also reported that, although not yet confirmed, the Provost would also be attending to discuss the new University Promotion & Tenure policy.

J. Wade extended congratulations to M. Biermann who will soon become the new Dean of Sciences at Taylor University.

R. James, CAS representative on the University Program Review Committee, reported that next week will be a full week of program review. He informed the chairs that the department chair of any department program identified as needing improvement would be contact in order to resolve the situation before the final report. M. Biermann reported that, at the urging of the Chairs Association and with the assistance of J. Vice, the Provost has appointed a seven member work group to streamline the program review process and eliminate duplication. R. Brubaker is a member of the work group.

E. Engling enthusiastically announced that beginning Fall 2008, the Department of Foreign Languages and Humanities will be offering languages not offered in the past; Mandarin Chinese, Arabic, and Italian.

There being no further business the meeting was adjourned at 2:18 pm.

The next CAS chair meeting is scheduled for 1:30 pm, Monday, April 7, 2008 in Library 201.