

MINUTES
College of Arts and Sciences
Chair Meeting
October 22, 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)	M. Foster (Assist. Dean)
S. Zeigler (GOVN)	D. Kearns (Admin. Assistant)

Absent: F. Ruppel

Guests: Heidi Terry (Registrar), Rose Perrine

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

J. Wade introduced ECU Registrar Heidi Terry. Ms. Terry informed the chairs about a new program to identify all space on campus. College Net Scheduling Software Series 25 is being used and provides the capability for identifying all space on campus, use of space, features of rooms, etc. Chairs were provided with a handout and instructions for providing necessary information. Ms. Terry assured everyone that there is no intent to take anything away from anyone (referring to priority scheduling). Ms. Terry also asked chairs to provide her with input over the next few weeks. Additional details of the data gathering and future use potential were discussed.

J. Wade introduced Rose Perrine. Prof. Perrine informed chairs that more options need to be added to Block 8 of General Education offerings. Prof. Perrine also informed chairs that the committee is eager to receive general education course assessment data for 2006/07. In order to improve general education, the data needs to be reviewed and feedback provided. Chairs were asked to provide objectives, summary, and how data is used. Prof. Perrine asked chairs to provide her with advice on ways she can make this process easier for departments. Prof. Perrine reported that one time funding is available for faculty to coordinate a theme, and also to participate as a theme coordinator. Funds are also available for assessment. Chairs were asked to provide Prof. Perrine with the name of a departmental contact person if it is someone other than the chair.

J. Wade informed the chairs that the budget process is still evolving and that the deadline date has not been clarified. Funding for faculty recruitment is still unresolved. Chairs were instructed to be prudent with regard to costs related to interviews. Meals will be limited to no more than four faculty and the candidate for departmental reimbursement. J. Wade instructed chairs to have candidates purchase their own airline tickets and submit receipts for reimbursement. Chairs were also informed that it had been requested to include the copier issue on the agenda of the next Budget Council meeting. With regard to new faculty lines, chairs were informed that new lines would be based upon enrollment growth and increases in the number of majors.

J. Wade informed the chairs that the twenty new laptops purchased by the Provost had arrived. Chairs were polled on need: ANSW -2; ARTD - 1; BIOS - 2; CHEM - 1; FRLH - 1; GEOS - 1; MTST - 2-3; and MUSC - 1. CAS is only expected to receive 5-6 of the laptops.

J. Wade reported that scholarship management will move forward and responsibility will be shifting to the college academic advisors (B. Shirey and K. Baxley). M. Foster reported that he is already working with academic advisors on responsibilities.

T. Otieno reported that so far promotion and tenure appeared to be moving forward smoothly. He reminded chairs that it is important to enforce departmental deadlines to avoid inconsistency and to be sure to inform next year's candidates of the department deadlines now. Chairs were reminded that the dean's office will accept promotion and tenure documents before the December 1 deadline. T. Otieno reported that the proposal to extend the probationary period to six years beginning Fall 2008 will likely be approved and submitted for Board of Regents approval in January 2008.

T. Otieno reminded chairs that second year non-tenured faculty evaluations are due on Friday, October 26.

M. Foster reported that 15 of the 16 departmental Spring 2008 schedules were turned in by the noon deadline and were delivered to the Registrar's Office.

M. Foster reported that registration holds would be placed on students who had not completed developmental courses. Students will be advised by the college of their intended major. In CAS this will be either K. Baxley or B. Shirey.

M. Foster reported that a policy on unrestricted summer enrollment has gone forward to the Council on Academic Affairs.

M. Foster informed the chairs that D. Whitlock has been named ECU President for a three-year term and that the university would forego a National Search.

J. Wade reported that four dean candidates have been scheduled for campus interviews with a fifth pending. The college will host a reception for each on the first day of their campus interviews. The interview dates are: October 29-30; Nov. 1-2, Nov. 5-6, and Nov. 26-27. The interview dates for the fifth candidate will be announced at a later date. M. Biermann encouraged participation at all levels of the interviews and receptions and also encouraged feedback to the committee.

T. Otieno and J. Wade discussed a new grant policy initiated by J. Pogatshnik and forwarded to chairs by J. Wade at an earlier date. J. Wade encouraged chairs to review the proposal and provide him with concerns now so he can represent the college effectively at Provost Council. Some details of the proposal were discussed as well as the impact of some aspects of the proposal on departments and the college.

T. Otieno reported that the College Research & Faculty Development Committee was very pleased with sabbatical leave submissions and noted that everything was complete and on time. T. Otieno thanked the chairs and their departmental committees. T. Otieno informed the chairs that notification letters to candidates would include committee recommendations and that the letters would be copied to the appropriate chair.

J. Wade informed chairs that funds may be available through Enrollment Management for recruitment items associated with high school students visiting campus for departmental events. Chairs were also reminded that recruitment and retention are one of the College of Arts and Sciences strategic goals. It was also noted that college advisors are available to assist when high school groups visit campus.

T. Otieno reminded chairs that Faculty Development Grant applications are due by Friday and asked that they remind faculty.

There being no further business the meeting was adjourned at 3:02 pm.

The next CAS chair meeting is scheduled for 1:30 pm, Monday, November 12, 2007 in Library 201.