

MINUTES
College of Arts and Sciences
Chairs' Meeting
September 22, 2008

Present:

E. Throop (ANSW)	S. Zeigler (GOVN)
H. Goodman (ARTD)	D. Coleman (HIST)
R. Frederick (BIOS)	D. Schlingmann (MTST)
A. Schick (CHEM)	R. James (MUSC)
K. Wong (COSC)	S. Parchment (PHRE)
F. Ruppel (ECON)	M. Ciocca (PHAS)
J. Keller (ENTH)	R. Brubaker (PSYC)
E. Engling (FRLH)	T. Otieno (Assoc. Dean)
J. White (GEOS)	M. Foster (Assist. Dean)
J. Wade (Dean)	D. Kearns (Admin. Assist.)

Absent: None.

Guest: J. Vice, Associate Provost

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

J. Wade welcomed J. Vice.

J. Wade distributed a spreadsheet listing all new and renewable college faculty line requests for 2009/10. J. Wade asked chairs to note that only two lines were currently prioritized and those are the chair lines in Economics and Physics and Astronomy. It was noted that in order to meet advertising deadlines approvals to conduct searches would be needed very soon. J. Wade distributed a form that chairs are asked to complete for their position requests. This form provides for departmental prioritization, rationale, and anticipated salary. J. Wade reported that he will send the form to chairs electronically and requested that they complete and return the forms to him as soon as possible. J. Vice provided an explanation on how critical lines were identified for 2008/09 and that she anticipates the same process to be applied for 2009/10. J. Vice thanked the chairs for their cooperation and expressed her pleasure working with them.

J. Vice addressed the implications of timely transfer coursework evaluation at ECU. J. Vice reported that the current number one reason ECU is losing transfer students is due to untimely feedback on transfer work. J. Vice reported that a major effort is being placed on identifying and implementing methods for moving this process forward more quickly. Justice and Safety has loaned an Academic Administrative Specialist to the Transfer Office to assist with the process. J. Vice distributed a list, prepared by Scott Summers, Transfer Student Coordinator, of tentative general education courses for which departments generally assign ECU course equivalencies when the transfer institution's course title is virtually identical to ECU's course title. J. Vice opened the floor for discussion on suggestions for improving the processing of transfer work. It was concluded that most of the chairs are willing to approve coursework with the same course number and title from regionally accredited, U.S., public institutions. It is also understood that departments may add or delete courses from the tentative list. J. Wade requested that chairs submit parameters to both he and Kelly Powell by the end of this week (9/26).

J. Vice reported that the University is conducting Banner Data Reliability testing. A list of departmental majors will be run followed by an Academic Administrative Specialist reviewing the list for accuracy. J. Vice also reported on the initial problems of obtaining an accurate faculty roster. Currently a staff member

in her office maintains the faculty roster. J. Vice reported that there are no plans to replace Banner only to identify and correct issues affecting accurate data generation.

J. Wade addressed the recent Emergency Preparedness exercise. Chairs were asked to update classroom assignments with the Registrars office and expressed the importance of accurate information being in place in order for the emergency notification process to be effective. J. Vice informed the chairs that she represents academic affairs on a workgroup that is working with Police Services on Emergency Preparedness. J. Vice reported that she is very impressed with the work that is being done to make sure everything is in place before implementation.

J. Wade distributed the Summer 2009-2014 calendar. This was followed by discussion on the various summer options (2/6week sessions; 4/8 week sessions, 8/4 sessions, etc.), issues with public school teachers, and standard start-end times. J. Wade announced that this topic would be discussed in more detail at the next chairs meeting.

T. Otieno reminded chairs that KPIs for the 2007/08 assessment cycle are due by September 25, 2008. T. Otieno also reminded chairs that Institutional Effectiveness reports for the 2007/08 Strategic Plan update are due by October 10, 2008.

M. Foster distributed a summary of current issues before the Council on Academic Affairs. M. Foster requested feedback from chairs and departmental faculty. Items discussed were: coursework transfer after dismissal, revision of declaring a major regulation, revision of Baccalaureate degree requirements regulation, subsequent degree requirements, General Studies degree as subsequent Baccalaureate, undergraduate and graduate course load maximums, Latin honors requirement, and academic standing minimum scholastic standards.

J. Vice introduced a new University form (copies distributed) entitled Payroll – Employee Extra Compensation Authorization & Payment Request. J. Vice informed the chairs that the new form had been piloted in the College of Education. The form must be initiated and approved in advance of any paid work outside of the individuals work unit (consulting, grant work, etc.) however the form is not to be used for credit bearing courses (overloads or teaching in another department). The Request for Outside Employment form will continue to be used for off-campus outside employment.

Good of the Order: None

There being no further business the meeting was adjourned at 3:06pm.

The next CAS chairs meeting is scheduled for Monday, October 6, 2008, at 1:30p.m., in Library 201.