

MINUTES  
College of Arts and Sciences  
Chair Meeting  
September 24, 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) |
| S. Zeigler (GOVN)   |                              |

ABSENT:       None

Guests:        R. Piercy, J. Vice

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

J. Wade introduced Provost R. Piercy and Associate Provost J. Vice. Self-introductions by chairs and dean' office personnel were made around the table. R. Piercy and J. Vice attended the meeting to explain the purpose of Workload Effort Reporting and to answer questions. R. Piercy stated that the workload effort reporting was an experiment to explore fractional reporting and motivated to show how much effort faculty spend on teaching, scholarship, and service. There was considerable discussion on separating time spent from percent of effort, faculty and chair concerns and time needed for discussion with faculty. R. Piercy emphasized that the report is not meant to be a self-reported effort but a joint effort with faculty and chair followed then by chair and dean. Dean's are expected to have discussions on realism of reports with each chair. There was discussion on lecturer as their workload is designated at 100% teaching and whether or not RTP faculty should be included. It was determined that effort reporting would be done for tenure track and tenured faculty only. Reports are due to the dean by November 1, 2007, and from the dean to the Provost by December 1, 2007. R. Piercy noted that the Faculty Workload Effort Reporting Form for Individual Faculty Member page of the report is intended as a worksheet and that he is only interested in the Faculty Workload Effort Reporting Form for Departments. R. Piercy and J. Vice thanked the chairs for opportunity to discuss Faculty Effort reporting and left the meeting at 2:24pm.

J. Wade distributed a report on part-time funds expended to date for fall 2007. The report also reflects remaining funds available to each department. J. Wade announced that it would be necessary for him to seek additional part-time funding from the Provost in order to cover anticipated costs Spring 2008 part-time teaching.

J. Wade reported that a Summer School Task Force was in place. E. Throop and K. Rahimzadeh are the representatives from the College of Arts and Sciences. The committee will explore moving summer school from Continuing Education and Outreach to departments. Chairs were asked to send suggestions, comments, etc. to E. Throop.

J. Wade announced that an ECU Business Plan had been released several weeks ago. Chairs were asked to submit suggestions for improving the plan to J. Wade by next Monday (October 1). Extension agents were identified as brokers for recruitment.

Chairs were informed that the business plan promotes 120 hour degree programs which are acceptable by accreditation standards. There was discussion regarding the positives and negatives of 120 hour degree and programs and the impact of the move to increase orientation from 1 credit hour to 3 credit hours.

J. Wade encouraged chairs to view budgets in banner. Carry forwards are beginning to show up. Carry forwards for next year have not as yet been discussed at Budget Council.

J. Wade reported that the Provost has purchased 20 new laptops for distribution to faculty who did not receive laptops in last year's distribution. CAS may be assigned 6-7 of the new laptops. M. Foster reported that plans are moving forward on laptops for staff and that the laptops will have VISTA. M. Foster also reported that it is not necessary to have VISTA for Office 2007 and that standard laptops require 3 GB to run VISTA. M. Foster also reported that only ITDS can open computer cases to install anything otherwise all warranties are void. M. Foster reported that copier demos will be available in Perkins and encouraged faculty and staff to try them out. This is part of the process for selecting copiers under the new University Copier Program.

Chairs were provided with a prioritized list of capital equipment requests submitted for the college. J. Wade extended an opportunity for chairs to send up to three sentences to describe their item requests for amplification purposes by Friday.

The deadline for faculty to submit RTP requests to chairs has passed. One RTP request was reported by each of the following departments: ANSW, ENTH, FRLH, PHRE and PSYC.

Chairs were provided with a table reflecting CAS courses offered at Corbin. J. Wade reported that there is a movement toward adding full time faculty at the site.

M. Foster distributed a list of scholarships and requested chairs review the list and make sure the budget managers listed are correct. M. Foster will work on preparing a master calendar for awarding scholarships and will post that along with the appropriate contact on the college website.

J. Wade informed the chairs that Honors Day will be moving from Sunday to Friday morning. It has also been suggested that the event be webcast to allow family who could not attend to view the event.

Chairs were reminded about the special budget training session arranged for CAS chairs and administrative assistants. The training will be on Monday, October 1, 2007, at 1:30pm, in Library 207D.

Reminders:

- a. Sabbatical Leave requests due to dean's office by Monday, October 1, 2007.
- b. KPI's due by September 28, 2007.
- c. New Faculty Reception: Friday, September 28, 2007, 6:30pm at Arlington Mule Barn.

Good of Order:

H. Goodman announced that there will be an Art Show opening on October 4, 2007, at 5:00pm in Giles Gallery. Refreshments sponsored by the College of Arts and Sciences.

M. Foster distributed a handout on batch printing of CARES reports. He reported that ITDS made the decision to stop printing them several years ago. CAS does not have the staff to run reports for the entire college but can obtain a duplex printer that could be located in the TIC. Reports can only be run at night and someone would have to stay with the printer in case of paper jams, filling paper tray, etc. Chairs agreed that this was not practical.

E. Throop announced the performance of BATS performance in Brock Auditorium on October 13, 2007. The event is promoted by Richmond Area Arts Council and ECU Women's Studies.

J. Keller announced the opening of the Rainmaker, the first Theatre production of the year running from Wednesday – Saturday in Gifford Theatre (Campbell Building).

There being no further business the meeting was adjourned at 3:08 pm.

The next CAS chair meeting is scheduled for 1:30 pm, Monday, October 22, 2007 in Library 201.