

MINUTES
College of Arts and Sciences
Chair Meeting
August 27, 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: M. Foster, K. Powell

Alternate: T. Hampton

The meeting was called to order at 1:30 p.m. in Library 201.

J. Wade circulated a college chairs phone tree and chairs were asked to verify and/or make corrections as necessary in order to update the information.

J. Wade distributed a Faculty Qualifications Policy to chairs. Chairs were asked to review the policy, paying particular attention to “responsibilities” located on page 4 of the document. It was reported that Sherry Robinson will be working on many such policies and will share most of them with deans/chairs as they come forward. J. Wade requested that chairs share comments with both he and S. Robinson.

T. Otieno discussed and explained the format of the Strategic Plan (handout) due September 28.

T. Otieno provided chairs with a handout on “presentations” for 2006/07 (including summer 2007) with examples of how to collect data, stressing the need for always providing the month and year. Chairs were informed that if they had already submitted their department’s information there was no need to resend it. Summaries are due to T. Otieno by September 28, 2007. T. Otieno agreed to forward the handout to chairs electronically.

T. Otieno reminded chairs to forward reasons for recent resignations to him for last year’s college hiring demographics.

Chairs were reminded that CPE Engagement reports are due September 10, 2007. It was noted that several departments had already submitted their reports.

J. Wade reported that ECU has contracted with an outside company to review all of ECU’s promotional brochures and to develop a University style. Chairs were asked to submit one copy of each of their departmental brochures to the dean’s office (K. Powell) for review.

Chairs were provided with an annualized enrollment report prepared by J. Wade. The report reflects a 5% increase in CAS enrollments over the same time last fall. J. Wade thanked chairs for all of their hard work getting students enrolled (late adds, overrides, etc.)

The topic of Student Response Systems (clickers) was discussed. Clickers allow students to respond to imbedded PowerPoint presentations. ITDS has a few systems available at no charge however there is a one time activation fee. Onsite training is available.

J. Wade reminded chairs that the following program review reports are due by November 20, 2007: Chemistry, French, French Teaching, History, History Teaching, Paralegal (AA & BA), Physics Teaching, Political Science, Psychology, Spanish, and Spanish Teaching. It was reported that Social Work has been granted a one-year reprieve. This was followed by discussion on the amount of effort for the reward. It was suggested that this would be a good topic for the Chair's Association.

Announcements

- a. F. O'Connor has reported that the dean's search is moving forward and that applications are coming in at the rate of 1-2 each day.
- b. Provost staff organization: O. Bennett is over University Programs and J. Vice is chairing Council on Academic Affairs and handling faculty lines. R. Goode continues her same duties.
- c. Dynamic Catalog – online catalog will capture program and curriculum changes that don't make it to print publications.
- d. Equity salary adjustments – CAS made three recommendations for adjustments. All three recommendations were approved and the necessary paperwork has been processed. There are two adjustment cases from last year that are still in limbo but expected to be resolved very soon.
- e. Graduate Dates – Registrar stating that any work completed after graduation date will move student's graduation to following graduate date (July – December; December – July, etc.) It was noted that this will cause many problems for students obtaining jobs, Nursing Students and Teachers. A comment was made regarding the last day to add a course being on a Sunday when dean's are not available to review/approve requests. There was also discussion on grade submission deadlines and co-op.
- f. Faculty workload reporting – S. Robinson has requested good faith effort in completing these forms. There was discussion followed by J. Wade reinforcing the statement from S. Robinson to complete the forms using good faith effort.

Good of Order:

D. Kearns reminded chairs that Spring 2008 schedules are to be submitted to T. Hampton in the Assistant Dean's (M. Foster) office.

It was requested that chairs participating in the Long scholarships stay after the meeting.

There being no further business, the meeting was adjourned at 2:08pm.

The next CAS chair meeting is scheduled for 1:30 pm, Monday, September 10, 2007 in Library 201.