

MINUTES
College of Arts and Sciences
Chair Meeting
January 28, 2008

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: None

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

J. Wade reported that M. Ramsey has been selected as this year's Roark Lecturer. The presentation and reception will be on April 8, 2008, at 6:30pm, in Walnut Hall of the Keen Johnson Building.

J. Wade reminded chairs that they should be in the middle of the merit pay process by now whether or not merit funds are available this year. Chairs were reminded that the merit pay process is also a tool for triggering post-tenure review, as well as, averaging per some departmental policies. The departmental merit process should be complete by March 1.

T. Otieno distributed Faculty Publication Submission Guidelines as well as a summary report of 2005 and 2006 publications and artistic works. T. Otieno reported that chairs will receive the 2007 format electronically. Chairs were also asked to vet all submissions before forwarding to T. Otieno. 2007 publication/artistic works submissions (citation date of 2007) are due to T. Otieno by March 21, 2008. This should include the summary if at all possible but, if necessary, the summary can wait until August 2008. Publications for the previous three years are in the process of being posted on the college website

J. Wade reported that staff evaluations have been moved to the fiscal year calendar (June/July).

Chairs were reminded that Summer 2008 and Fall 2008 schedules are due to M. Foster by January 28, and February 4, respectively. J. Wade also informed chairs that reassigned time is to be minimized.

J. Wade reported that the new Promotion and Tenure policy has received Board of Regents approval.

J. Wade reported that all CAS RTP requests, retirement requests, sabbatical leave requests, and permanent chair status for K. Wong received Board of Regents approval.

J. Wade reported that Karen Baxley is working to identify CAS scholarships with the Development Office and will be working with the CAS Student Awards Work Group to ensure these scholarships are awarded. Appropriate application forms will be posted on the college website.

T. Otieno reported that this year's P&T documents were prepared very well and thanked the departmental committees and chairs. T. Otieno reminded the chairs that department committees, as well as chairs, are meant to evaluate teaching, service, and scholarship (not just restate). T. Otieno also noted that the second method of evaluation needs to be better articulated in the future. This was followed by discussion of departmental deadline enforcement, submission of correct documents, and adding documentation to packets without proper review. Chairs were informed that the University Promotion and Tenure Committee will meet on February 4.

It was reported that Justice and Safety would like to see more General Education courses offered online (i.e. ENG 101, ENG 102, foreign languages, and sciences). This was followed by discussion on support for development of online courses, enrollment in online courses, and a proposal to create an online university to maintain appropriate registration for online courses. There was also discussion on programs that grade homework online and allow higher enrollments in online courses.

Chairs were informed that the College would hold a recognition ceremony/reception late in April to recognize retiring faculty, foundation professor, Junior Faculty Summer Research Award recipients, Roark Lecturer, and students receiving of the Dean's Award of Merit, Kennamer Scholarships and Booth Scholarships. Faculty receiving sabbatical leaves and Research and Creative Activities Awards will be recognized at the Fall Convocation.

There was considerable discussion on a three hour orientation/freshman seminar course working its way through the approval process. Concerns on staffing were expressed. J. Wade will take concerns to Faculty Senate.

J. Wade provided chairs with a copy of his letter to the Provost prioritizing open positions in the college. J. Wade expressed hope in retaining many of the positions.

Chairs were encouraged to spend down budgets and try to reduce reassigned time for fall. J. Wade requested that chairs submit fall 2008 release time reports to him by February 8, 2008 (those with teaching loads less than 12 hours and department chairs).

There was discussion of the Retirement Transition Program, retaining RTP savings and the future of RTP.

Good of the Order:

S. Zeigler reported that three faculty members took 22 students to South Carolina to work on political campaigns.

F. Ruppel announced that the department was sponsoring a guest speaker on Wednesday (Jan. 30).

H. Goodman announced the co-sponsored Chautauqua Art Show in Giles Gallery.

R. James announced that he would provide each CAS chair and dean with two free tickets to the February 22, annual Pops Concert (scholarships fund raiser event).

There being no further business the meeting was adjourned at 2:48 pm.

The next CAS chair meeting is scheduled for 1:30 pm, Monday, February 11, 2008 in Library 201.