

MINUTES
College of Arts and Sciences
Chairs' Meeting
June 9, 2008

Present:

E. Throop (ANSW)	D. Coleman (HIST)
R. Frederick (BIOS)	D. Schlingmann (MTST)
K. Wong (COSC)	R. James (MUSC)
F. Ruppel (ECON)	S. Parchment (PHRE)
J. Keller (ENTH)	R. Brubaker (PSYC)
E. Engling (FRLH)	T. Otieno (Assoc. Dean)
R. Sambrook (GEOS)	M. Foster, (Assist. Dean)
S. Zeigler (GOVN)	D. Kearns (Admin. Assistant)
J. Wade (Dean)	

Absent: H. Goodman (ARTD); A. Schick (CHEM)

Alternates: D. Vance (CHEM)

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

J. Wade distributed agenda and handout packets to all in attendance.

J. Wade informed chairs that there is a new fee schedule for 2008/09 (handout). Beginning with the fall 2008 term, students will be charged an overload charge for registration over 17 hours (undergraduate), and 13 hours (graduate). There was considerable discussion on how this new policy will be interpreted with regard to full or partial tuition scholarships. J. Wade requested that chairs make this information available to advisors and reported that the information is also available online at www.sfs.eku.edu. (*Note: Overload charge was subsequently rescinded for Fall 2008 term.*)

J. Wade announced that both he and D. Kearns attended a recent meeting and presentation of a new Org Rollup Revamp in Banner presented by Ellen Reeves of Financial Affairs (handout). J. Wade described the basic structure and the different levels of oversight. D. Kearns explained the need for each department chair to review the section of the spreadsheet pertaining to their department and to verify all Org numbers, Org managers and their email addresses, ID numbers, etc. Chairs were asked to identify security levels for each account by identifying who has view access and/or modify access. Orgs that are no longer active should be deleted (line through on spreadsheet) and any Orgs that are missing should be added. Each department chair should forward their department's reviewed and corrected section of the spreadsheet to D. Kearns by Wednesday, June 25, 2008. Any questions regarding the process should be directed to D. Kearns. D. Kearns reported that the presentation of the Org Rollup in Banner appears to be a positive improvement over the current financial view in banner.

J. Wade asked the chairs how the modified work schedule summer pilot program (handout) was received and if any problems had been encountered. The inquiry was received with only positive comments and with no problems encountered.

J. Wade referred to the one-year pilot program enhancing the Faculty Staff Scholarship to 12 hours for all full time employees. J. Wade noted that this was originally proposed by former Physics and Astronomy chair, M. Biermann. There was discussion regarding the difficulty of taking advantage of this program with so few evening and weekend course offerings.

J. Wade requested that each chair prepare an inventory of uncovered sections (sufficient enrollment but no instructor) report and send the report to both J. Wade and D. Kearns by the end of the week. J. Wade reported that there may be a few one-year faculty lines made available and he would like to be ready to act if these lines are released.

J. Wade reported that the interest in dual credit courses continues to gather momentum. ECU is offering courses with Lincoln County High School as well as both Madison County high schools, and Corbin is now inquiring about dual credit offerings. J. Wade reported that both he and the Corbin Center director will be meeting with the Corbin High School principal to investigate their course needs. J. Wade also reported that Dean Phillips has indicated that there are approximately 1,000 potential students in our service region interested in dual credit course offerings.

M. Foster informed chairs of ongoing discussions/meetings with the Registrar regarding the inappropriateness of ECU issuing double majors with different degree designations. There was discussion as to what the underlying issues are and suggestions on steps to remedy the situation. Administrators were led to believe that ECU is the only institution issuing double majors with different degree designations however an email from D. Carter provides numerous examples of other institutions offering similar majors/degrees. M. Foster has a few copies of a packet of information distributed by ECU's Registrar identifying what is a BA, BS, etc. degree and these are available to anyone interested. After some discussion it was determined that there is no intention to deny students anything and perhaps all that is needed is clarification of policy. More information will be provided as this topic progresses in discussions.

J. Wade informed chairs that meetings will be scheduled this summer between E.J. Keeley, the Provost, and himself to discuss last year's program reviews submitted by departments within the College of Arts and Sciences.

T. Otieno reminded chairs of the necessity for them to complete the Carnegie Elective Classification for Community Engagement document (from E.J. Keeley) forwarded to chairs earlier this month. It is important that the college identify all areas addressed and be represented. Chairs were asked to send their departmental information to T. Otieno by the June 23, 2008 deadline.

J. Wade reviewed recruitment progress of recently released lines with chairs and reported that he has requested funds for several one-year appointments.

T. Otieno reported that he will be forwarding his annual request for hiring statistics to chairs very soon indicating that this is best done while the details are fresh in everyone's mind.

J. Wade reminded chairs of the various methods that have been used in recent years to inform faculty of terms of reappointment that have been used in recent years and asked which method they would prefer for 2008/09 renewals. After some discussion it was agreed that the preference is the Terms of Faculty Reappointment form used successfully for many years. J. Wade reported that he has received funding approval for approximately 63% of the original equity pool requested for the college. Staff equity is being handled separately through Human Resources. Chairs were also informed that part-time rates for 2008/09 remain the same as for 2007/08.

Good of the Order

J. Wade reported on his recent trip to our partner school in the Netherlands where he visited with two of our students and with faculty who are interested in coming to ECU next summer. J. Wade also reported that the partner school is beginning a Forensic Science program and is interested in U.S. input.

M. Foster reported that he is working on new college posters to be used for recruitment displays. M. Foster also reported that he has solicited input from H. Goodman on design elements and will bring formats to the chairs for approval before final production. All departments from within the college will be represented.

R. James reported that Foster Music Camp began today. This is the 74th year of Foster Music Camp and is a tribute to Dr. Robert Hartwell who ran the camp for 37 years and passed away earlier this year. R. James reported that over 500 students are enrolled for this year's camp with over 100 alumni returning to participate in the tribute. J. Wade noted that a significant number of donations have been received toward the Hartwell scholarship.

J. Keller inquired about the status of departmental brochures. Several chairs indicated that they had just recently been contacted with proofs. It is anticipated that the project is moving forward and all chairs would be contacted soon.

An inquiry was made regarding notification to Kenamer Scholarship recipients as to their 2008/09 awards. J. Wade reported that it was his understanding that notification would be coming soon.

F. Ruppel reported that the Globalization major received Board of Regents approval contingent upon CPE approval.

J. Wade reported that the next CAS Chair's meeting will likely be canceled. He also informed chairs that it is his intention to visit each CAS department sometime during the month of July.

There being no further business the meeting was adjourned at 2:27 pm.

The next CAS chair meeting scheduled for Monday, June 23, 2008, is canceled.