

MINUTES  
College of Arts and Sciences  
Chairs' Meeting  
September 21, 2009

Present:

K. Carmean(ANSW)	S. Zeigler (GOVN)
H. Goodman (ARTD)	D. Coleman (HIST)
R. Frederick (BIOS)	D. Schlingmann (MTST)
L. Wilson (CHEM)	K. Sehmman (MUSC)
K. Wong (COSC)	S. Parchment (PHRE)
G. Pradhan (ECON)	J. Cook (PHAS)
J. Keller (ENTH)	R. Brubaker (PSYC)
J. White (GEOS)	T. Otieno (Assoc. Dean)
J. Wade (Dean)	D. Kearns (Admin. Assist.)
M. Foster (Assist. Dean)	

Absent: E. Engling

Alternates: None

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

J. Wade shared with the chairs that he had received official documentation from the Office of the Governor regarding the 2010 Governor's Scholars Program. The program will take place on three university campuses: Bellarmine University, Centre College, and Murray State University. The faculty stipend will be \$5700 plus room and board on the college campus. D. Kearns was asked to copy and email the pertinent pages of the document to all CAS chairs.

K. Sehmman reported that graduate assistants in the Department of Music who remained in the Foster Building after posted building hours were being escorted out of the building by campus police even though the graduate assistants had been issued keys to the building. Chairs were asked if they had encountered similar situations and how they dealt with this type of situation. H. Goodman reported that the Department of Art and Design created a special pass card permitted the holder (student) to remain in the building beyond posted building hours. Campus police were informed of this process and so far it has worked well. Another chair indicated that there may be an after hours form available for such instances.

M. Foster reported that the college EKU Now Work Group was formed. The membership of the work group consists of: K. Wong (COSC), G. Campbell (GEOS), F. Halloran (HIST), T. Hatcher (GOVN), G. Sweely (ARTD), S. Yow (GEOS), R. Perrine (PSYC), J. Wade (CAS), T. Otieno (CAS), and M. Foster (CAS). The work group has met and has selected CAS courses for the EKU Now pilot program. Proposed courses are: MUS 171, SPA 101 & 102, ENG 101, HIS 202, GEO 100 & 210. In addition, the work group has created a flier and has identified a list of potential concerns and limitations. The current target counties are Jackson and Harlan. M. Foster praised the focus and good work of the work group. J. Wade reported that President Whitlock has invited Superintendents to campus on November 3, to discuss Senate Bill 1 as well as developmental education. J. Wade will present the work group's recommendations to the Superintendents in November. J. Wade expressed his appreciation to M. Foster and the work group.

J. Wade reported that he has received requests for course fee changes from ARTD, CHEM, GEOS, PHAS, and PSYC. Chairs were reminded that any requests for class fee changes must be received by J. Wade before the end of September.

Chairs were provided with copies of the Board of Regents approved 2009-2010 ECU Budget Planning and Process Update. J. Wade reported that H. Moberly is trying to make the process more transparent. Budget forums will be held in order to provide discussion of proposed budgetary considerations. There will be more opportunity for discussion as the process unfolds.

J. Wade reported that there is increasing pressure to offer online general education courses. Chairs were informed that Continuing Education and Outreach will be offering a workshop on online teaching in early October. CE&O will be bringing in guest speakers who teach science and science labs online. Chairs were encouraged to try to find ways of offering popular general education courses online and on a regular basis.

J. Wade requested that chairs submit Reassigned Time Reports for Spring 2010 to him by October 15, 2009. In an attempt to streamline the reports, chairs were asked to use the following reporting format:

Faculty Name	Hours Reassigned	Reason

J. Wade reported that the college has currently spent 83% of its annual part-time budget. Detailed spreadsheets were distributed to chairs reflecting their departments current use of part-time funds for Fall 2009. The spreadsheets detail both on-campus and off campus part-time and overloads. J. Wade reminded chairs that our budget allocation is for on-campus part-time and overloads only. An overall college usage report was also distributed.

The 2009/10 College Schedule of deadlines was distributed.

J. Wade asked chairs if they had any issues related to accommodation requests of Emeritus faculty. There was a brief discussion. J. Wade confirmed that the department is not obligated to supply consumables to emeritus faculty.

S. Zeigler reported that a directive from the Interim Provost regarding first year faculty evaluations would be out very soon.

M. Foster inquired of chairs on how departments determine service loads. This was followed by considerable discussion on a variety of issues, some of which carry more relevance for some departments than others, including departmental committee assignments, university committee assignments, and advising. M. Foster asked chairs if they had been receiving financial aid verification forms. He explained that these are required verification documents for students receiving financial aid and who have earned a certain number of credit hours. Chairs were instructed to forward the forms to M. Foster if they were uncomfortable completing the forms.

M. Foster reported that when ECU's required online educational programs on Sexual Harassment and Employment Discrimination were mentioned to new faculty at the college's New Faculty Orientation, none of them had heard about the programs. M. Foster reported that he will be contacting J. Allen, EOO about this issue. M. Foster also informed chairs that he would forward the EOO educational program link to chairs to share with new faculty.

J. Wade thanked all those who attended the new faculty orientation meeting and reception that was held on Friday, September 18. It was noted the K. Powell did a wonderful job planning the social event. T. Otieno reported that the attendance at both events was very low and asked chairs to inform new tenure track faculty of the value the college places on this program.

J. Wade asked if there were any topics/issues for future meetings. There being no response, chairs were asked to email any future agenda items directly to J. Wade.

Good of the Order:

K. Sehmman announced that the Department of Music will have a full slate of concerts beginning October 5.

J. Keller reported that the first EKU theatre production would open in early October.

There being no further business the meeting was adjourned at 2:50pm.

**The next CAS Chair's Meeting is scheduled for Monday, October 26, 2009, at 1:30p.m., in Library 201.**