

MINUTES  
College of Arts and Sciences  
Chairs' Meeting  
August 24, 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)	R. Brubaker (PSYC)
J. Keller (ENTH)	T. Otieno (Assoc. Dean)
J. White (GEOS)	D. Kearns (Admin. Assist.)
J. Wade (Dean)	
M. Foster (Assist. Dean)	

Absent: E. Engling, J. Cook

Alternates: N. Wright (FRLH)

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

N. Wright informed the chairs that a former EKU Government professor, Taewan Kwak, now a political consultant to the South Korean government, had contacted Pres. Whitlock regarding EKU participating in an Asian Studies political science degree offered by Kwangwoon University in Seoul, Korea. EKU would provide the study abroad component. Students who are in the program would attend EKU for one semester with approximately 15 students expected in spring 2010, and 24 students in fall 2011. There was discussion regarding the types of courses that would be offered to accommodate these potential students as well as discussion on competency in English. J. Wade requested that chairs keep this potential program in mind as they prepare their department's spring 2010 schedules and forward a list of courses that would be suitable for these students to both N. Wright and J. Wade.

M. Foster reminded chairs that spring 2010 schedules are due by September 10. Schedules are to be sent directly to M. Foster. Chairs were reminded that Spring registration begins November 3. M. Foster reminded chairs that curriculum changes are made on an academic year basis but, since this is a transition year, some exceptions will be made. Chairs were informed that the proposal to change from 128 to 120 hours for a bachelors degree still needs approval from CAA and Faculty Senate. Once approved, the policy will be effective for currently enrolled students who elect the change. M. Foster reported that interested students can complete the Change in Catalog Year Forms now and the Registrar will hold the forms until the policy receives final approval. K. Sehmman inquired about approval of early registration for specific groups including Marching Band. M. Foster reported that he would look into this and report to the chairs.

T. Otieno reported on Digital Measures. Chairs were asked to review the handout and provide feedback. T. Otieno will look into the progress being made as well as C. Duff's contact with chairs. Chairs were also asked to think about what types of beneficial reports could be pulled from Digital Measures. Chairs were asked to notify C. Duff of their needs.

T. Otieno requested that chairs submit names of mentors to him by September 30. New tenure track faculty have indicated that they would like some input as to who their mentor will be. T. Otieno indicated that personalities do come into play and although chairs will have the final say they should keep this in mind.

D. Kearns reported that she will email the 2009/10 College Non-Tenured Faculty Evaluation schedule to department chairs. Chairs were asked to review the list and notify D. Kearns of any discrepancies.

Preliminary departmental rosters were distributed. Chairs were asked to notify D. Kearns of any discrepancies.

The Provost's project on Defining Student Success was discussed. J. Wade reminded chairs that input is due to the dean from the chairs by the end of September. Chairs were asked to address the following:

- a. What is student success in your area (must be measurable)?
- b. How do you measure student success?

There was considerable discussion after which the chairs asked the dean to request models.

J. Wade reported that he has given M. Foster the charge of establishing a college work group to address the needs of ECU Now – a new scholarship program for high school juniors and seniors combining features of the previous Dual Credit and Jump Start programs. The focus group is charged with establishing a list of online courses to be offered under this program in fall 2010. Instructors must be available three days per week in order to interact with the students. J. Wade reported that there will be a meeting of school superintendents and some principals in early November at M. Caudill Middle School to discuss this program. M. Foster requested chairs forward the names of faculty interested in serving on the college work group directly to him.

J. Wade distributed a University enrollment report for fall 2009 and reported that enrollment in CAS was up 7%. J. Wade reported that he will be travelling with several other ECU administrators to Troy University in Alabama while another group will travel to the University of Maryland to learn about the successes of online education at both institutions.

J. Wade inquired as to any first day issues. D. Schlingmann reported that the textbook issue relevant to his department had been remedied. Chairs were asked to report any issues to J. Wade before Wednesday morning's Dean's Counsel meeting.

J. Wade reported that Faculty Senate had not as yet given approval to move from 17 to 16 week semester schedules.

J. Wade reported that he had been elected to serve as the dean representative on Faculty Senate.

J. Wade informed chairs that there is an opportunity for departments to submit requests for course fees or changes to course fees. A simple spreadsheet template was distributed and chairs were instructed to follow that template. If a lengthy justification is required, chairs were instructed to attach the justification on a separate page. Requests are due to J. Wade by September 30. It is anticipated that course fees will be on the January 2010 Board of Regents agenda.

Good of the Order:

J. Wade reported that he will attempt to schedule a Degree Works meeting for CAS chairs with the Registrar for Monday, August 31, at 1:30p.m.

J. Wade reported that the summer security project was not yet completed. J. Wade reported that he had only received information from a few departments and requested that chairs stay on top of the security project. CAS has ordered 1000 inventory tags. Tags will be made available to departments upon request.

J. Wade reported that he received an email from K. Williams and P. Maki regarding assessment workshops in mid-October. J. Wade indicated that he would like new faculty to attend and asked T. Otieno to include this in the mentoring program.

H. Goodman announced that the Faculty Art opening would be on Thursday, August 27, from 5:00pm – 7:00pm.

M. Foster encouraged faculty to use EAS (early alert system). K. Carmean indicated that she had a shortcut handout and S. Zeigler requested that she email it to her and she would forward to all chairs.

T. Otieno reminded chairs that the names of alternates for this year's College Curriculum Committee were due to him last Friday. He is still missing the names of some alternates.

K. Carmean asked if everyone had completed the advising questionnaire for Institutional Effectiveness. It was determined that those who used the mainstream version were happy with the results.

K. Carmean requested that Dean's Award of Merit nominations be expanded to include one nomination per program rather than one nomination per department. After a lengthy discussion it was determined that the policy would remain one nomination per department.

There being no further business the meeting was adjourned at 2:37pm.

**The next CAS Chair's Meeting is scheduled for Monday, September 21, 2009, at 1:30p.m., in Library 201.**