MINUTES
College of Arts and Sciences
Chair’s Council
October 3, 2011

Present:  
K. Carmean (ANSW)  J. White (GEOS)
H. Goodman (ARTD)  L. Noblitt (GOVN)
R. Frederick (BIOS)  C. Taylor (HIST)
L. Wilson (CHEM)  D. Mundfrom (MTST)
K. Wong (COSC)  R. James (MUSC)
G. Pradhan (ECON)  L. Newhart (PHRE)
J. Keller (ENTH)  J. Cook (PHAS)
A. Poffenberger (FRLH)  R. Brubaker (PSYC)
J. Wade, Dean  T. Otieno, Assoc. Dean
D. Core, Assist. Dean  D. Kearns, Admin. Assist.
S. Sumithran, Admin. Intern

Absent:  None

Alternates:  None


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

The meeting began with J. Wade introducing D. Vance, Chemical Safety Officer, and informing chairs that she was attending the meeting to obtain appropriate chair signatures on the Hygiene Plan. D. Vance asked chairs to contact her to arrange for her to attend departmental meetings to discuss the Hygiene Plan.

J. Wade introduced T. Davis, Registrar. T. Davis announced that she was attending the meeting to provide some information and to hold a question/answer session. T. Davis began by addressing mid-term grades and announced that the Provost had requested that the Registrar’s Office create a report of those faculty who do not submit mid-term grades. T. Davis also addressed the Party is Over policy and informed the chairs that approximately 200 first time freshman had all F’s at mid-term. T. Davis provided the chairs with an Applied Critical & Creative Thinking (ACCT) handout for chairs to complete. It was noted that all discussion is contingent upon approval of the plan. Chairs requested that T. Davis send the form to them in an electronic format. It was requested that chairs submit their forms to D. Core. There was a brief discussion on the status of General Education revisions. It was reported that the proposed policy goes before CAA next Thursday and on to Faculty Senate the following month. L. Wilson informed T. Davis that Chemistry is finding it difficult to advise using Degree Works. T. Davis indicated that she would be happy to have a discussion with the department so that the best approach can be identified. The types of situations in which the Registrar registers students was discussed. J. Wade thanked T. Davis for her time in discussing these issues.

J. Wade introduced M. Whitt, Associate Vice President of Public Relations. M. Whitt informed the chairs that the Public Relations office wants to do all they can do for every department on campus. M. Whitt reinforced the fact that they are here to assist departments whenever possible. M. Whitt shared many examples of the types of media coverage EKU is receiving and how this can be an effective recruitment tool. Chairs were informed that M. Whitt is our public relations contact and chairs were provided with his cell phone number and email address. M. Whitt also informed the chairs that he welcomes the opportunity to attend a departmental meeting to discuss public relations needs. Asked about a decision on EKU hosting a Presidential Debate, M. Whitt reported that EKU should receive word near the end of October. J. Wade thanked M. Whitt for attending the meeting.
J. Wade informed the chairs that the first Implementation Team (on retention) meeting was Monday at 8:00am. C. Taylor, L. Noblitt, and D. Mundfrom attended the meeting with J. Wade. J. Wade reinforced the Provost’s request that midterm grades be reported. When asked, J. Wade instructed chairs to inform faculty that the dean is requiring the reporting of midterm grades. Chairs were instructed to get the word out to part-time faculty and make sure they know how to report midterm grades.

T. Otieno distributed several Strategic Plan handouts and reported that the college committee would meet Tuesday at 8:00am for finalization of the college plan. Once completed, T. Otieno reported that he will notify chairs to link departmental plans with the college plan. T. Otieno also pointed out a column on the college plan indicating who must collect data.

T. Otieno updated the chairs on the current status of Digital Measures; vitas, grants, syllabi, and training provided by R. Goode. After a brief discussion, it was suggested that chairs request that Administrative Assistants be given rights to access digital measures for syllabi entry. T. Otieno distributed copies of a draft College Professional Development plan and asked chairs to review and provide feedback on additional areas they feel need to be added.

T. Otieno reported that a call for applications for Roark Lecturer was sent out last week. Chairs were asked to encourage faculty who they felt would be good candidates.

D. Core thanked chairs who have cooperated in making courses available for EKU Now. J. Wade reported some changes in schools participating with EKU and also reported that C. Bogie will visit eleven new schools to offer programs. J. Wade indicated that he offered to accompany C. Bogie on these trips.

As a follow up to the Provost’s request, D. Core underscored the importance of departments reporting the relocation of classes.

J. Wade requested that chairs be mindful of extended campus course offerings and to consult with extended campus directors regarding needs and cancellations. Chairs were reminded that they have the right to cancel sections if low enrollment does not make for a viable discussion group.

Good of the Order:

J. Wade reported that he had made a request for faculty lines (where lines existed) and also has requested a number of new faculty lines. J. Wade has a meeting scheduled with the Provost to discuss these requests.

J. Wade informed the chairs that he will be going over to the new science building following the chairs meeting and invited anyone interested in a tour of the new facility to accompany him. J. Wade reported that the new science building was turned over to the University today and that five to six truckloads of furniture had arrived.

J. Wade reminded chairs that the department and college pay candidate interview expenses. J. Wade confirmed that the college will pay the travel portion of the expenses.

C. Taylor reported that the General Education Committee would be attending the October 23rd Chairs Association meeting. C. Taylor also reported that chairs via the Chairs Association will also become part of the approval process for review and approval of all University policy.

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

The next CAS Chair’s Meeting is scheduled for Monday, October 31, 2011, at 1:30p.m., in Library 201.