MINUTES  
College of Arts and Sciences  
Chair’s Council  
September 12, 2011

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

Absent:  
A. Poffenberger (FRLH)

Alternates:  
None

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

The meeting began with a brief discussion of the EKU Center for Performing Arts opening GALA event held Friday evening, September 9.

J. Wade informed the chairs that it will be necessary for the University to hold four Spring 2012 commencement ceremonies. One ceremony will be on Friday evening (May 4) with the other three on Saturday (May 5). J. Wade informed the chairs that he made an executive decision and volunteered CAS for the Friday evening ceremony.

J. Wade distributed copies of Cell Plan Guidelines and Procedures. The plan provides for the University to provide approved employees with a phone, the employee uses their own plan, and the University will provide the employee with a stipend of 75% of the plan cost.

J. Wade informed the chairs that the Provost has formed a Retention & Graduation Task Force. J. Wade is the dean representative on the committee. Chairs were asked to forward any suggestions for the committee directly to him.

T. Otieno reminded chairs that Goldwater scholarship nominations (in the Natural & Mathematical Sciences) are due by September 26.

D. Core reminded chairs that the Fulbright application deadline is October 17. Only one application has been received at this point. D. Core asked that chairs encourage those students who may be interested in applying. In addition, she encouraged identifying those students who are not yet seniors and who maybe good candidates in the future.

D. Core informed chairs that the CAS Student Advisory Board will hold its first meeting this Wednesday.

Previous to today’s meeting, chairs were provided with a draft copy of Travel Requirements and Procedures 6.1.3R. Chairs expressed concern that student travel was not addressed in the document and strongly felt that it should be addressed. Another issue of concern is that Procards cannot be used for hotels if less than 150 miles away. C. Taylor indicated that the policy will be circulated at the next Chairs Association meeting.
Previous to today’s meeting, chairs were provided with the Motor Vehicle Use Regulation 9.4.1R. Several chairs indicated that the policy is very vague and should be clear and precise. J. Wade asked chairs to forward questions and/or recommendations to both B. Poynter and J. Wade.

J. Keller stated that there are issues with the current way laptops for part-time faculty are being handled by IT. J. Keller reported that if a part-time faculty members laptop breaks down or the battery dies the faculty member is sent back to the department for the repairs or cost of repair. J. Keller stated that departments do not have budgets to cover these costs. J. Keller also addressed a concern that it appears that IT does not have a mechanism for keeping up with part-time faculty and who does and does not have a laptop. C. Taylor reported that M. Isaacs would be visiting the next Chairs Association meeting to discuss these issues.

J. Wade informed chairs that J. Conneely reported to the Dean’s Council that EKU enrollment was down 1.8%. He also reported that by better awarding of scholarships, EKU revenue is up $2 million. J. Wade reported that the Provost is paying close attention to enrollments. J. Wade will be meeting with Interim Director of Admissions to discuss enrollment. J. Wade asked chairs about the turnout for the September 10 Spotlight Day. Numerous chairs indicated that turnout was very low and they felt holding a Spotlight Day in September was too early in the season. J. Keller motioned and L. Noblitt seconded the motion for J. Wade to inform the Interim Director of Admissions that CAS chairs voted not to participate in future September Spotlight Days because of the fact that it is too early in the season. L. Noblitt also pointed out that there is no EKU literature in the public schools this early. J. Wade stated that enrollment is an important issue and anything departments can do to interact with public schools will be welcome.

J. Wade reported that he had provided the Provost with the College annual report and that she was very appreciative.

J. Wade reported that talks continue on the use of space in the old science buildings (Moore and Memorial Science)

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R. James inquired about the Compass Knowledge payback to departments for online courses. J. Wade reported that the contract excluded CAS and only covered Justice and Safety.

L. Noblitt reported that the Department of Government had arranged for a virtual Sloan Conference (online learning) November 9-11, for their faculty. L. Noblitt extended an invitation to others in the college who may want to participate. L. Noblitt was asked for send an email invitation to chairs and she agreed to do so.

L. Wilson inquired in regard to Degree Works Audit, if anyone knew if any auditing was actually being done. There was no response.

D. Core announced that T. Davis, Registrar would be attending the next CAS Chair’s Council meeting on October 3 for a question and answer session.

R. James addressed the student early warning system indicating that dropping students who missed the first day of classes opened spots for late enrollments. However, he is finding that those who added late were not showing up for class. Several chairs agreed that attendance on first day of class has been better since this policy was put in place. Several chairs also indicated that students are being admitted very late and suggested that the early warning system stay up longer – perhaps 2-3 weeks.

T. Otieno asked for a show of hands from departments who know they have faculty who will be applying for Sabbatical Leave.
T. Otieno reported that there are currently fifty-one promotion and tenure application decisions. He also reminded chairs that today (September 12) is the deadline for faculty to notify the chair and dean of their intentions to apply for tenure and/or promotion.

There being no further business, the meeting was adjourned at 2:15pm.

The next CAS Chair's Meeting is scheduled for Monday, October 3, 2011, at 1:30p.m., in Library 201.