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

J. Wade began the meeting by welcoming everyone back from the Thanksgiving break.

J. Wade announced that as a follow up to previous discussions on summer camps, and at the recommendation of C. Hickox, Dean of Continuing Education and Outreach, he invited two representatives from Conferencing and Events (C. Mullins and J. Hood) to discuss and answer questions about summer camps at EKU. J. Wade distributed a Summer Camp Start Up Proposal outlining how the college could provide seed money to assist in program development and promotion. C. Mullins and J. Hood were then introduced and they provided an overview of services provided by Conferencing and Events, timeframes for development, and distributed a flyer and two 2012 summer camp price sheets on housing and meal costs. This was followed by a question and answer period. J. Wade thanked C. Mullins and J. Hood for their time and presentation.

D. Core reported that the Dean’s Student Advisory Board has met three times this semester. D. Core informed the chairs that the student members were recently asked to review their programs posted on departmental websites. Student members reported that they liked faculty photos and up-to-date information on faculty and courses. Student members reported that they did not like outdated information and suggested that outdated material be updated or removed. Broken links were also reported. Members of the Board also discussed ideas for making students feel more welcome. This conversation resulted in the suggestion of some sort of social event for new transfer students. J. Wade reported that new transfer students at 55 (individuals) for spring 2012 and that the Board will be planning some sort of event (perhaps a pizza party) for these new students in early Spring 2012. J. Wade also informed the chairs that he would like a representative from each department in attendance at the event.

D. Core informed the chairs that she will be mailing instructions for submitting nominations for the Dean’s Award of Merit. As in the past, each department may forward one nomination. To be eligible, students must be graduating Fall 2011, Spring 2012, or Summer 2012. Three awards, one in each of the three traditional areas, will be awarded. J. Wade announced that he is thinking of raising the award from $500 to $1,001.

T. Otieno reminded chairs that Promotion and Tenure applications/recommendations and supporting documentation is due December 1. T. Otieno also thanked those departments who have already submitted their materials. T. Otieno informed chairs of several issues that are causing documents to be returned for
correction. These items are: modified application/recommendation forms - nothing should be changed or deleted from the application/recommendation forms; and, missing headers and/or page numbers. Chairs were asked to review applications/recommendations for these items before forwarding them to the dean’s office.

J. Wade distributed an enrollment report showing the current Spring 2012 enrollment compared to previous Spring enrollments back to 2005. J. Wade reported that the week prior to the Thanksgiving break, 4,500 continuing students had not yet registered for Spring 2012.

Good of the Order:

J. Wade reported that he has received one bragging point from the Department of Music. Chairs were reminded not to submit anything that has already appeared in a press release and that these items are due to the dean’s office by December 9.

L. Wilson reported on the move to the new science building. L. Wilson reported that moving crates have been delivered and the moving company has been packing instruments for moving on December 5. Faculty are packing their own offices and that the move is expected to be complete by the end of the week of December 19.

J. Keller asked if there has been any discussion on the impact to parking once the new science building opens. L. Noblitt reported that it is not on the radar of the Parking office.

J. Wade reported that Brockton housing will be torn down to make way for a new dormitory. The new dormitory will have street frontage with parking behind the building.

T. Otieno informed chairs that it is now likely that EKU will have two Goldwater Scholarship nominations; one from Biological Sciences, and one from Physics and Astronomy.

Chairs asked if the dean could provide any insight into Wednesday’s meeting with the Provost and E.J. Keeley. J. Wade informed the chairs that the topics would be Assurance of Learning, Program Review, and Data Mining. J. Wade also informed the chairs that they would gain additional insight by viewing the website provided in today’s meeting agenda.

J. Wade reported that he just finished reading the recently published book Sisters by English and Theatre department faculty member N. Jensen. J. Keller reported that the book is being advertised in some very high profile venues.

There being no further business, the meeting was adjourned at 2:34pm.

The next CAS Chair’s Meeting is scheduled for Monday, January 9, 2012, at 1:30p.m., in Library 201.