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

D. Core reported that the Education Professional Standards Board (EPSB) is increasing the standards for Teacher Education programs and that this will have an effect on CAS programs. D. Core reported that Sherwood Thompson welcomes CAS faculty to serve on the committee. Those interested in service on the committee should either contact D. Core or S. Thompson directly. D. Core strongly urged chairs whose departments will be affected to get representation on the committee.

J. Wade informed the chairs that the college Student Advisory Board has now met twice. J. Wade also reported that there has been very good participation as well as good food. The next meeting is scheduled for November 16, 2011. J. Wade has asked the Board to work with the Dean and Assistant Dean on a Teaching Award program. Chairs were informed that this would be a student driven process with three awards, one for each area of the college (A&H, NMS, and SBS), with the additional possibility of one for part-time faculty. J. Wade informed the chairs that the process may involve Board members visiting the classes of those nominated.

D. Core informed the chairs that S. Greenwell’s position of Academic Advisor has been filled by J. Miller. Chairs were also informed that J. Miller’s vacated Academic Administrative Assistant position had been posted and that R. Brubaker was selected to serve on the search committee. D. Core reported that the number of General Studies majors has increased from 15 students in 2007 to 227 students in 2011 and that in addition to these students, Academic Advisors advise other students, teach orientation courses, attend recruitment events as well as other assignments as needed.

J. Wade asked chairs if, with the reported great success of Foster Music Camp, any departments were thinking of or planning any summer camps. This was followed by a discussion on the positive outcomes with regard to recruitment, the fact that it provides summer employment for faculty and in many cases current students. J. Wade asked chairs to keep the idea of summer camps in mind and to contact him if they need any assistance with planning.

D. Core reminded chairs that faculty need to include the disability practices statement on syllabi and that faculty are bound to honor the terms of disability agreements (confidentiality, accommodations, etc.)

T. Otieno reported that the college has already received one Tenure and Promotion application in this year’s process. T. Otieno informed chairs that CAS has 33 unique applications this year and that it will be greatly appreciated if applications/recommendations are submitted as early as possible before the December 1 deadline.
T. Otieno reported that the college 2011/15 Strategic Plan is now in Tracdat and asked chairs to link their departmental plans with the college.

J. Wade reported that, including himself, C. Taylor, D. Mundfrom, and L. Noblitt represent the college on the Task Force Implementation Team on admissions, recruitment, and retention. J. Wade informed chairs that the task force will be discussing scholarships at their next meeting. A handout on the proposed flat rate models was provided to chairs. J. Wade also reported that the university will continue to provide deans/chairs with lists of potential students and asks that chairs continue making phone call contact with those students who have indicated an interest in majors in their departments. L. Noblitt provided a three part approach to making the calls: 1) echo pride, 2) alleviate fear, and 3) forecast opportunity.

Chairs were provided with a handout from the e-Campus office outlining the Quality Matters process. J. Wade commented that all A&S online courses offered Summer 2013 and after would need to pass Quality Matters review.

J. Wade reported that both he and D. Kearns were working to keep the process moving forward with regard to 2012/13 job postings. Chairs were also informed that there will be no “new” faculty lines (not replacement lines) in CAS until MTST solves the developmental math situation.

J. Wade provided chairs with a list (individual by department) of faculty who did not submit midterm grades. J. Wade noted that in many cases it was part-time faculty who did not submit midterm grades and many of them did not get the word about submitting mid-term grades. Chairs were asked to take extra measures to make sure part-time faculty receive instruction on submitting midterm grades. Chairs reported that currently the deadline for submitting midterm grades is on a Sunday and that this does not provide an opportunity for those who need help to seek assistance or for the chairs to make contact with faculty who have not submitted grades before the deadline. J. Wade informed chairs that he would contact the registrar with their concerns. Chairs were informed that 50 freshman receiving all “F’s” were identified at midterm and have each been sent a registered letter to their home addresses.

Chairs were provided a handout on EKU transfer credit evaluation procedures. J. Wade informed chairs that it has been reported to him that chairs are not providing the equivalencies quickly enough. J. Wade informed the chairs that EKU was lagging the standard in getting evaluations done and asked chairs to pick up the pace if possible. Chairs were also asked to notify J. Wade if faced with any issues.

J. Wade reported that nine sabbatical leave applications were submitted with seven positive recommendations. J. Wade also reported that notification letters were being mailed today.

J. Wade reported that he was notified that there is $5,000 left in the Kennamer Scholarship in the Social Sciences and he is agreeable to making an award or awards. The deadline for applications is November 7.

J. Wade informed chairs that General Education will be before Faculty Senate for a vote on Monday, November 7.

J. Wade informed chairs that D. Gale was on extended leave and that D. Whitehouse is standing in for him.

T. Otieno informed chairs that the Junior Faculty Summer Research Awards poster presentation will be on Wednesday, November 16, in the Roark lobby and requested that chairs encourage faculty to attend. Refreshments will be served.

Good of the Order:

L. Newhart announced that her department is not able to offer an online Humanities Block 3 course for e-Campus and asked if any other department would be able to fill that request. Several chairs indicated that they would look into it.
J. Wade informed the chairs that the November 30 meeting requested by the Provost with CAS chairs, E. J. Keeley, and the Provost is to provide statistical profiles of the departments (enrollment and retention outcomes and assessment).

T. Otieno thanked (NMS) chairs whose departments submitted nominations for the Goldwater Scholarship. Chairs were informed that because the applicants were not a good fit, EKU would not be forwarding a nomination this year.

J. Wade announced that the chair’s meeting scheduled for November 7, 2011 is canceled.

There being no further business, the meeting was adjourned at 2:38pm.

The next CAS Chair’s Meeting is scheduled for Monday, November 28, 2011, at 1:30p.m., in Library 201.