MINUTES
College of Arts and Sciences
Chair’s Council
September 27, 2010

Present:

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

Absent: None

The meeting was called to order at 1:33 p.m. in Library 201.

D. Core reported that she had been contacted by T. Davis, Registrar, regarding the use of Independent Studies courses in place of required courses. T. Davis feels that independent studies courses do not adequately fulfill requirements and that using the Independent Studies courses in this manner is a misrepresentation. This was followed by discussion that led to an agreement amongst chairs that the current practice was indeed appropriate.

J. Wade distributed a list, provided to the deans by the Provost, of Baccalaureate Programs requiring 128 hours. J. Wade reminded chairs that unless an exception is obtained from CPE, House Bill 160 requires that programs be limited to no more than 120 hours. It was noted that there is currently no deadline for accomplishing this however it is expected that a deadline will be set in the near future. Justifications for keeping program hours above 120 hours need to be submitted in memo form with legitimate reasons (such as accreditation requirements, etc.). It was also noted that reducing the number of hours in teaching programs is more difficult. J. Wade also mentioned that the Provost has talked about reducing General Education hours but no action has been taken at this time.

J. Wade distributed copies of letter from President Whitlock on Delegation of Contract Signatory Authority. The letter states that the Provost, Executive Vice President, Vice Presidents, Chief of Staff, University Counsel, Associate Vice Presidents, Deans, and Athletic Director are authorized, within their area of responsibility, to make and execute commitments purporting to bind the University. J. Wade shared this with chairs and noted that some faculty who travel internationally want to set-up agreements with foreign institutions. Faculty do not have the authority to sign agreements for the University. L. Wilson asked if this also includes book contracts (textbook adoptions) with publishers. L. Wilson indicated that there would be concerns about the timeframe for textbook adoptions. J. Wade informed the chairs that he would look into the issue of textbook adoptions.

Chairs were provided with a handout “A policy brief from Lumina Foundation for Education” with statistical data on Kentucky work-age adults and levels of education. J. Wade reported that a grant application from CPE to create a statewide committee in five disciplines. Two of the disciplines are in Arts and Sciences; Social Work and General Biology. J. Wade asked the chairs of those two disciplines to provide him with names of potential representatives to serve on the committee. The committee will look at where graduates go and develop more active learning techniques. Chairs were informed that Indiana is already involved.
J. Wade reported that in a recent meeting, the Provost raised the question of tutoring. CAS chairs were surveyed on departmental tutoring. Many departments currently have tutoring available to students however the majority of chairs indicated that more tutoring resources would be helpful. When asked if there was a preference for centralized or department tutoring support, the majority of chairs indicated a preference for tutoring at the departmental level.

J. Wade asked if any departments had 2+2 agreements with community colleges. No agreements were identified.

J. Wade announced that Spotlight Day was this past Saturday and thanked the chairs of the thirteen of sixteen CAS departments represented. Chairs were reminded that this event is on the college calendar.

Chairs were reminded that second year non-tenured faculty evaluations are due to the dean’s office by October 15, 2010.

T. Otieno reported that all departments had submitted KPI data.

J. Wade reported that of the 30+ faculty lines he requested, the Provost approved four. Most of the faculty lines requested were skipped until the Provost meets with the President on the budget. More line approvals are anticipated in Spring.

J. Wade reported that he inquired about transferring salary savings to M&O. He was informed that the savings will likely be used to cover part-time overages.

C. Taylor inquired about establishing leased faculty lines. The inquiry was prompted by requests from Justice and Safety for courses (HIS and GOV) needed for their programs. This was followed by a brief discussion and J. Wade noted that he would keep this approach in mind.

Chairs were informed that the Provost has no funds for faculty recruitment. All searches are now the responsibility of departments and all faculty recruitment expenses will have to be paid by departments. Chairs were informed that established recruitment guidelines will still need to be met and that Human Resources will continue to pay advertising costs. J. Wade will try to provide some funding to departments toward recruitment expenses.

**Good of the Order:**

T. Otieno reminded chairs that Sabbatical Leave materials are due to the dean’s office by Friday, October 1, 2010.

There being no further business, the meeting was adjourned at 2:07pm.

**The next CAS Chair’s Meeting is scheduled for Monday, October 25, 2010, at 1:30p.m., in Library 128.**