MINUTES
College of Arts and Sciences
Chair’s Council
August 20, 2012

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.

Absent: None
Alternates: None
Guests: None

The meeting was called to order at 1:28p.m. in Library 201.

Chairs were provided with a list of CAS College Dates and Deadlines for 2012/13. D. Kearns was asked to send an electronic version of the list to chairs via email.

Chairs were provided with the CAS Chair Evaluation schedule for 2012/13. Four chairs and the Assistant Dean are scheduled for evaluation this year. T. Otieno reviewed some of the chair evaluation procedures and noted that the timetable had been added to the annual list of College Dates and Deadlines.

The 2012/13 non-tenured faculty evaluation schedule was distributed. T. Otieno reminded chairs that faculty applying for promotion before tenure must complete the non-tenured faculty evaluation process as well as the promotion process.

T. Otieno requested that feedback on the recently completed college statistical profile be sent directly to him. G. Pradhan noted that Globalization and International Affairs was not included in the profile.

Strategic Plan documents from Institutional Research were distributed to chairs. Chairs commented that they had already received this information electronically from Institutional Research. T. Otieno reminded chairs that KPIs are still being collected and that all data should be in TracDat by October 26. Developing a mechanism to provide for scholarly activity of staff will need to be included next year.

T. Otieno reported that there are nine new tenure track faculty in the college this year and each will need to be assigned a mentor. Chairs were asked to provide the names of the mentors to him by September 14.

D. Core reported that there will likely be three applicants for the Fulbright Scholarship this year. A link to the Fulbright homepage was provided (http://us.fulbrightonline.org). Chairs were asked to identify and work with bright sophomores in preparation for future application.

T. Otieno reported that in order to identify potential Goldwater scholarship applicants, he has requested IT to prepare a report to identify math and science majors with grade point averages of 3.8 and above. T. Otieno will distribute the list to appropriate chairs in or to identify potential applicants. It was also noted that it is important for applicants to have undergraduate research experience.

D. Core reported that the Second/Subsequent repeat form and process has become a significant time issue. After some discussion a motion was made to factor out “W” grades and the motion passed unanimously. Another motion was made to allow chairs to be the final approver (no dean’s approval) for class restrictions, subsequent repeats, overloads, prerequisite waivers, and major restrictions. This motion passed unanimously. D. Core informed the chairs that she would seek permission from the Registrar and the
Council on Academic Affairs. It was also noted that this would likely apply to undergraduate students only.

D. Core requested that chairs forward to her, as soon as possible, the names of students for the pool to draw from for the Academic Integrity Committee.

D. Core informed the chairs that several students serving on the Dean’s Student Advisory Board have graduated and need to be replaced. Chairs were asked to submit the names of students they felt would be good contributors on the committee.

Chairs were provided with the 2012/13 College Committee List. It was also noted that this is posted on the college website.

J. Wade asked chairs to think about their recruitment and retention plans. It was noted that there is greater completion in recruitment of students. Also noted was the huge improvement in our Admissions office. J. Wade reported that Admissions is ready to help departments wherever possible in recruitment efforts. Departments were encouraged to go out to high schools and interact with high school students in recruitment efforts.

As a follow up from the Chair/Dean Workshop, there was some discussion regarding whether or not students with two or more developmental needs should be kept from declaring a major.

J. Wade requested that departments submit their agendas for Assurance of Learning Day (September 26) at least a few days before the day. CAS deans will be visiting departmental meetings.

Good of the Order:

C. Taylor distributed posters and brochures for the 2012/13 EKU History Department Civil War Lecturer Series.

J. Wade informed the chairs that CAS has been provided with a few seats at the Performing Arts Center and also at some home football games for past and potential donors. Chairs were asked to provide J. Wade with the names of potential guests.

L. Wilson noted on the big boost the new science building has given the department.

L. Newhart asked about the outcome of this summer’s summer camps. R. Brubaker reported that the Psychology camp went very well. R. James reported that Foster Music Camp had over 590 student participants. L. Wilson reported that the Chemistry day camp went well and that they were able to reduce the expense by teaming up with the College of Education. K. Wong reported that the Computer Science six-week day camp didn’t make any money however it did have kids as young as seven building robots.

R. James reminded chairs that Pops at the Park will be held Saturday, August 25. Gates open at 6:00pm, with music beginning at 8:00pm, and event culminating with fireworks.

J. Wade reported that more thefts were reported in Moore Building classrooms.

R. Frederick was congratulated on having one of three out of 47 “It’s Your Turn” proposals accepted.

K. Carmean informed the chairs that the call for proposals for the Rob Welch Social Justice in Appalachia Research Project has gone out. More information can be obtained from the website. Caroline Reid is the contact.

H. Goodman announces that the art gallery will open next week.

There being no further business, the meeting was adjourned at 2:25pm.

The next CAS Chair’s Meeting is scheduled for Monday, September 10, 2012, at 1:30p.m., in Library 201.