MINUTES
College of Arts and Sciences
Chair’s Council
December 3, 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) C. Cook (PHAS)
A. Poffenberger (FRLH) R. Brubaker (PSYC)
J. Wade, Dean T. Otieno, Assoc. Dean
D. Core, Assist. Dean D. Kears, Admin. Assist.

Absent: None

Alternates: None

Guests: None

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

D. Core announced that she will be sending a notice regarding nominations for the Dean’s Award of Merit. Details will be included in the notice.

D. Core reminded chairs to please be sure to completed the justification portion of Exception forms. It was also discussed and determined that students requiring 18.5 hours due to College of Education requirements, do not need dean’s approval (up to 21 hours can by-pass dean).

D. Core informed chairs that there is an orientation for new freshman on Thursday, January 10, at 12:45pm in Keen Johnson Ballroom.

Chairs were informed that approximately 700 CAS majors in good standing are not registered for Spring 2013. S. Adams will be sending a mass email to this group of students encouraging them to register as soon as possible. Chairs will be sent a list of their majors who appear on the list. It was discussed that departments should go ahead and advise students with holds in anticipation of the hold being lifted.

J. Wade announced that the Provost wants to form discussion groups of full and part-time faculty to discuss pedagogy and retention of students in 100-level courses. J. Wade asked chairs to nominate at least one faculty, preferably a faculty who teaches 100-level courses. Names are to be sent directly to J. Wade by the end of the week. Chairs were asked to provide the name of the faculty member, the introductory course(s) taught, and to identify whether the faculty member is full time or part-time.

J. Wade reviewed the current faculty search process. Chairs were reminded that the Provost instituted a process whereby preliminary searches were to be done via Skype (or equivalent). The next step would be to bring the top candidate in for a campus interview. If this candidate proves to be unacceptable or declines the offer, the department may move to the next viable candidate. Chairs were reminded that a short list of candidates must be submitted and approved prior to Skype interviews.

J. Wade informed chairs that he would like to form a discussion group (handout) to discuss the application of technology in enhancing teaching. Topics for discussion are listed in the handout. The first meeting will be before the beginning of the spring term on January 10, 2013, at 2:30pm, in NSB 5101. J. Marlow from IT will be in attendance. J. Wade agreed to forward the handout to chairs in order for chairs to forward to faculty. J. Wade indicated that he hopes to form a working group of technology faculty to meet throughout the semester and advance the ideas listed in the handout.

J. Wade announced that J. Miller, Academic Advisor, will return to work on January 2, 2013.
J. Wade thanked chairs for great participation in Saturday’s Spotlight Day event.

J. Wade announced that there are enough funds remaining from the old science building renovation to put in a conference room in Memorial Science, add a third ANT classroom, with $20,000 left for BIOS classrooms.

J. Wade reminded chairs that CAS graduation will be at 9:00am on December 15, 2012.

Good of the Order:

R. James announced that the College of Education is meeting to discuss a change on Secondary Education programs to a five-year program that includes the Master’s degree, today at 3:30pm in Keen Johnson, TLC. In the discussion that followed, chairs indicated that they were not aware of the meeting, discussed how this would impact CAS majors, and the fact that this new plan would make fifth year students ineligible for undergraduate financial aid. It was also mentioned that CAS would lose students and that there was currently no indication as to whether or not students would earn both a BA and MA. A comment was made that most other institutions that have tried this approach have already abandoned the approach.

J. Wade announced that he is chairing the College of Education Dean’s Search.

R. Frederick announced that his daughter, one of the top violinists in the world, will be performing with the Louisville Orchestra at the Brown Theatre for the 75th Annual Donors Event, on Wednesday, December 5. If anyone is interested in attending, he can provide a limited number of tickets.

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

The next CAS Chair’s Meeting is scheduled for Monday, January 14, 2013, at 1:30p.m., in Library 201.