

## **CAS Department Chairs**

### **Meeting Minutes**

*September 24, 2014*

*Guests:* Doug Searcy, Tim O'Donnell, Keith Mellinger

*Faculty Subs:* Rob Barr, JeanAnn Dabb

*Next meeting:* October 20, 2014 at 4pm in Lee Hall, Room 412

---

#### **I. FSEMs/Student Affairs**

Tim reviewed the student survey results about the first year experience expectations.

Tim and Doug discussed ideas for FSEM changes to enhance the first year experience. The summer orientation process is being updated, such as possibly changing the schedule for the Friday before classes start to allow more time with departments. There was also talk of moving convocation, having students select housing related to classes in which they are interested. Peer mentors/orientation leaders previously were only involved in the June orientation sessions. They participate in workshops about the campus, including the current available clubs and activities. Academic Services would like them to work with the FSEM professors and help create activities outside of the classroom with the students. Professors have the option of attending activities or just helping to promote them.

Questions:

1. How will these activities be funded?
2. Some departments need to have hire behinds-who will pay for that?
3. Do faculty advisors receive payment?
4. Can we teach 2 sections of the same class?

Contact Tim with further questions. He is available to attend department meetings to answer questions.

#### **II. Announcements**

The Dean introduced Pam McCullough, BSN Director, who will join the department chairs meetings.

Dean Lynn Richardson has asked departments to send her a contact to serve as a liaison for student athletes. The current person within the department that works with Admissions may be used.

Andrew Dolby sent a list of questions to be discussed at the meeting:

1. Budget reductions? Richard reviewed his report to Faculty Senate about cuts to Arts and Sciences.
2. Replacement positions for next year. It is expected that lines will soon be thawed, date to be fixed by the Provost. Three lines will stay frozen.
3. Allocation of spaces-Jepson will use Mary Kayler's old space in DuPont because Biological Sciences turned it back. Theatre will use the space used by DTLT, and Math and Education will use the space in Trinkle for tutoring. Seacobeck space has not been determined yet.
5. Admissions –Richard will have Kimberly address Chairs.
6. Fundraising- COE and COB have announced fundraising amounts, how much has CAS raised? Richard described CAS fundraising, including grants for Nursing, CLEAR, and direct support from alumni, including major gifts from members of the CAS Advisory Board.

Question was raised about student's obligation when they participate on a team. Ken Tyler reported that they are to attend class then go to practice. If they have a competition to attend that interferes with class, they are to speak with the professor about missing the class and making up the work prior to the competition.

### **III. General Education Assessment**

Taiwo's report was handed out that was also given to the department coordinators.

### **IV. Follow-up Discussions:**

Monroe plaques: It has been requested to display student achievements such as department awards and scholarships, National or International awards. Richard to send email to the department chairs to request student names.

Calendar/due dates: An academic calendar was handed out with due dates and meetings for the year. Please send Martha any items you would like to see on the calendar that were not on it.

Planning: Richard would like to set a process for workloads and a vision statement for CAS. The departments will be divided up in different categories; Science (BIOL, CHEM, CPSC, EESC, MATH, PHYS, and PSYC), Social Science (GEOG, ECON, HISP), Humanities (HIST, ENLC, CLPR, SOAN, MDFL) and ARTS (ARTS and THEA). Each group is to discuss the workload challenges and problems and bring ideas to the next chair's meeting.