

College of Arts and Sciences
 Department Chairs Meeting
 February 4, 2013
 Red Room, 4pm

Present:	Richard Finkelstein, Carole Garmon, Andrew Dolby, Leanna Giancarlo, Craig Vasey, Chuck Whipkey, Bob Rycroft, Jackie Gallagher, Gary Stanton, Jeff McClurken, Keith Mellinger, Leonard Koos, Jack Kramer, Debra Schleeef, Gregg Stull, Kurt Glaser, Debra Steckler, and Grant Woodwell
Absent:	Gary Richards and George King
Guest:	Kelli Slunt, David Rettinger, and Golda Eldridge
SUBJECT:	DISCUSSION:
Announcements	<p>Endowment: UMW has received a \$50,000 endowment for CAS to go towards undergraduate research in the sciences. (This will yield an additional \$2,500 per year).</p> <p>Supplemental grant applications: A large number of applications are coming in after the deadline. Please remind your department members that if they may be attending a conference or meeting to please to send an application on time. We carefully award the maximum possible amount of funds based on the requests we receive, so funds may be depleted by the time requests sent after the due date are received.</p> <p>Collection of funds: Please contact Marta Smith if you will be collecting funds from students. A written procedure is in place for the process. Copy of this procedure will be sent out to department chairs.</p> <p>Admission Event: The next Discovery Day is set for February 18th. Information tables will be set up between 9-10 am.</p> <p>Adjunct Budget: Requests for adjuncts will be reviewed. There will be a 10% budget cut for adjuncts. Grant will be in touch with the departments as the schedules come in for the next semester. Provost looking into adjuncts, number of courses being taught and number of students per class for summer session and next fall.</p>
Disability accommodations	<p>Accommodations for students: More students are requesting quiet rooms, longer test times, and other accommodations for test taking. Space to handle the situation is limited across campus. Suggested spaces are the Writing and Speaking Centers and the rooms below Seacobeck. Please send to the Dean a list of rooms you are using for accommodations and his office will create a list that will be sent to all chairs. Another issue is the use of computers for loans to students who need them for test taking. loaner. The Dean will speak to Rosemary Arneson about possible uses of computers in the library for an extended amount of time for test taking. [Subsequent to the meeting: Disability Services has some laptops available for this purpose.]</p>
Faculty evaluation/course evaluation response rates	<p>Issues: Time of sending out evaluations is currently the same for all. Suggestions: have the release staggered, determined by individual faculty members, to help get better response rates; also, make it a requirement that they be completed although with an option on the form to decline participation.</p>
Honors Program proposals	<p>Kelli: In the fall, 73 students were admitted in the Honors Program. 71 took classes, 1 had medical leave and 1 waited to attend UMW until January. Currently 15 students have dropped out of the program. The average GPA is 3.44 (must</p>

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	<p>have a 3.22 to stay in the program). The aim was to have 50 students in the program but administration would like to increase the number to 75. Letters will go out on March 1st to 150-180 students (with more to follow). <i>Department chairs were asked to have faculty to submit proposals to make a current course an honors course.</i> The Dean reminded people that, unlike courses that become FSems or contribute to Gen Ed in other ways, Honors courses are open to non-honors students and thus do not result in a department “giving up” a section to another program. Some honors students are starting at UMW with 50-60 credits. Some classes they are required to take should be in their junior year have not been fully approved/designed and the students need them earlier than junior year. Some students would like to finish in 2 years instead of 4 years. Some courses students need are not taught each semester.</p>
Center for Honor and Leadership	<p>David and Golda: Offices for the Center are in Seacobeck. Mission statement for program is to promote honor, leadership and service at UMW. Student activities and academic affairs are working on program ideas together. Workshops are being created to promote best practices in service learning. Departments may contact Christina Eggenberger to have her attend a department meeting to discuss the program, or community service and placement for students.</p> <p>Golda: The leadership aspect is handled by Golda. He has applied for a grant from BB&T to help expand the program. Several pilot workshops have been done with SGA and student clubs. The workshop consists of basic leadership training and conflict resolution. Doug Searcy and Lynne Richardson are currently teaching leadership courses. A new class will (BUAD 471) will be taught in the fall by Judge Marty Bass. It was suggested that David and Golda contact the student reps for each department as well as student captains on the various sports teams to participate in leadership training.</p>
Next Meeting:	March 20th, at 4:00 in the Red Room