

College of Arts and Sciences  
 Department Chairs Meeting  
 September 17, 2012  
 Red Room – 4 PM

Present:	Richard Finkelstein, Carole Garmon, Andrew Dolby, Leanna Giancarlo, Craig Vasey, Jennifer Polack-Wahl, Chuck Whipkey, Bob Rycroft, Gary Richards, Jackie Gallagher, Gary Stanton, Keith Mellinger, Hai Nguyen, Jack Kramer, Debra Schleef, Gregg Stull and Debra Steckler
Absent:	Jeff McClurken, Leonard Koos, and George King
Guest:	Carol Descak, Steve Greenlaw, A.J. Newell and Amy Alexander
<b>SUBJECT</b>	<b>DISCUSSION</b>
Admissions Update	<b>Admissions:</b> Carol Descak stated that adding 15 additional out of state students and 30 international students are her goal for the next Admissions cycle. They are also looking at raising the profile of incoming students. <b>Discovery Days:</b> A Proposal for changes to Discovery Days is to have several tables set-up and to have three sessions immediately following each other. Carol is comfortable with this dual approach.
COPLAC Macadamia Project	<b>Macadamia Project:</b> Steve explained the project; it provides tools to connect students with faculty at other COPLAC schools in the discipline they are interested in. So far we have 80 faculty volunteers and would like to have 250 volunteers throughout COPLAC. The goal is to have the program operative this spring. He also noted that each faculty member would receive \$500 toward professional expenses if they participate.
Design Services	AJ discussed the new process to have documents created in the program "Sproket". If people choose not to use Sprocket, it takes four weeks for her office to get proofs back. There will be trainings for the program. The person using Sprocket will have to be approved by University Relations which takes 24 hours and the training will be at least 1-hour long.
Announcements	<b>Grants:</b> Faculty supplemental letters went out. The awards totaled \$42,000 with faculty receiving approximately 72% of their adjusted requested amount. <b>Website:</b> The CAS website is being updated with the CAS site mainly focused on student needs and inquiries. The CAS Dean page will be primarily for Faculty. The site will include information for department chairs, committees, grants, and other faculty information. <b>Discussion:</b> Transfer students' general education requirements were discussed.
Undergraduate Research-Task Force Report	UG Research: The mission statement for the Task force was discussed and amended.
<b>Next Meeting:</b>	<b>Wednesday, October 10th at 4:00 in the Red Room</b>