

Approved Minutes  
Chairs' Meeting  
Thursday, September 28, 2017

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In Attendance: LT Goode, Dr. Sherman, Dr. Forbes, Dr. Aucoin, Dr. Tatom, Dr. Kimball, Dr. Trout, Dr. ter Horst, Dr. Messenger, Dr. Powers, Dr. Mulekar, CPT Hill, Dr. Moore, Dr. Meeker, Dr. Sanders, Dr. Habel, Dr. Labbé-Coldsmith, Dr. Hanks, Ms. Fitzsimmons, Dr. Loomis, Dr. Coleman, Dr. Wierzbicki

Absent: LTC Lamont, LTC Morris, Dr. Gruner

Guests: Ms. Emmy Rieske, Mr. Rory Beaco, Ms. Anna Parks

1. Dr. Wierzbicki announced new department Chairs: Ms. Susan Fitzsimmons (Visual Arts), Philip Habel (Political Science/Criminal Justice), and David Messenger (History).
2. The minutes of the June 15, 2017, Chairs' Meeting were approved.
3. Dr. Loomis introduced Ms. Emmy Rieske, Assistant Director of Marketing for the College. Chairs reviewed marketing updates for the College. Ms. Rieske will meet with Chairs about updating department brochures to align with University brand standards. Chairs were asked to submit information on department events, student success stories, and faculty spotlights for Ms. Rieske to add to the College's website and Facebook page.
4. Dr. Loomis introduced Mr. Rory Beaco, Coordinator of Internship Programs within Career Services. Chairs reviewed handouts as Mr. Beaco discussed resources for career and graduate internship opportunities. Mr. Beaco announced the launch of a new career and internship search software named Handshake.
5. Ms. Anna Parks shared development updates with Chairs.
6. Chairs reviewed the estimated budgets as of August 31, 2017. Faculty hiring greatly contributes to budget cuts for the College. The College has seen a significant loss of part-time faculty. Supplemental transfers will be based on the number of faculty members, summer revenue, and taxes. Supplemental transfers will be decreased by the deficit amount in the department's operating accounts. Half of all travel allocations have been transferred to departmental accounts. Calculated budget cuts, before savings adjustments, are estimated at \$1.45 million. Departments have a little over \$2.25 million in reserved funds. Chairs were reminded to use student fees in a way that will benefit students.
7. The University had a 5.32% decrease in enrollment for the fall 2017 semester as compared to the previous fall. The College saw a 3.89% decrease in undergraduate enrollment. Graduate enrollment for the College decreased by 2.14%. The College also saw a 3.6% decrease in credit hour production.
8. Dr. Wierzbicki distributed the sponsored activity reports. By the end of August 2017, 84 grants were funded this year, totaling \$5,698,465 for the College. Chairs were asked to encourage their faculty to submit grant proposals in order to increase external support for the College.
9. Dr. Wierzbicki announced that the Emeritus Professor Nomination deadline is October 13, 2017.
10. The 36th annual A&S Dean's Lecture will be delivered by Dr. Sean Powers, and the Faculty Awards Ceremony—honoring Dr. Jaclyn Bunch, Dr. Joseph Currier, Mr. Andrew Murray, Dr. Laura Powell, Ms. Ekaterina Zakharova, and Dr. Kimberly Zlomke—will be held on Tuesday, October 17, 2017.
11. Chairs reviewed a memo from Dr. David Johnson about faculty non-reappointment guidelines and deadlines.

12. Dr. Wierzbicki distributed a memo from Dr. Johnson concerning a review of probationary faculty members. Lists of eligible faculty were distributed. Chairs were asked to check the lists against their records for any discrepancies or omissions. Faculty members who are up for mid-probationary period review are not included in the annual review list. Faculty members who are eligible for tenure this year are also not included. Dr. Wierzbicki requests that all mid-probationary reviews be signed by the faculty members and turned in to the Dean's Office by March 16, 2018. All annual probationary reviews should be completed, signed by the faculty members, and turned in to the Dean's Office by April 10, 2018. Chairs were also reminded that all part-time faculty members must be evaluated annually.
13. Dr. Wierzbicki reminded Chairs about the A&S Town Hall Meeting with President Waldrop on October 9, 2017.
14. Dr. Coleman shared the TracDat Report update with Chairs. Every department must have one "W" course assessed every year.
15. Chairs were asked to submit 2018-2019 reassigned time requests to Dr. Coleman by December 6, 2017.
16. Dr. Loomis shared deadlines for A&S Faculty Awards.
17. Chairs were reminded about mandatory midterm grading. Mid-term grades are due at 10:00 a.m. on October 6, 2017.
18. Dr. Loomis reminded Chairs that the deadline for faculty members to submit requests for sabbatical leave for the 2018-2019 academic year is October 2, 2017.
19. Dr. Loomis mentioned that upcoming USA Days are September 30, November 18, and March 3.
20. Chairs reviewed the A&S undergraduate signature policy form.
21. Dr. Loomis distributed a summary of Tenure, Promotion and Mid-Tenure Review deadlines and reported that application information and guidelines were sent to faculty. Along with submitting binders, candidates must email an electronic copy of their Digital Measures Promotion/Tenure Reports. Chairs must meet with candidates to share results of the committee and Chair reports.
22. Dr. Loomis reminded Chairs to include titles for all variable topics courses whenever possible. Titles can be added in SSASECT before the schedule deadline and with a schedule maintenance form after the schedule deadline.
23. Dr. Loomis shared information on the new Global Engagement Certificate program.
24. Chairs were asked to encourage the use of advising reports in SSC Campus, by encouraging faculty to enter reports when they meet with advisees. Mr. Eric Light, USA SSC Campus Coordinator, provides training for faculty.
25. Dr. Loomis reminded Chairs that all graduate students at the thesis/dissertation stage must be reviewed annually by their mentors. Reviews using the Graduate Student Review form are due in the Graduate School on May 1<sup>st</sup>, 2018. Students graduating earlier than May 1 must be reviewed prior to graduation.
26. The UniCAS graduate admissions portal is now active and is the only way to apply for graduate programs in the College. All department web and printed materials should be updated with instructions to apply at the portal.
27. Chairs reviewed the Continuity of Operations Plan. There was discussion about ensuring faculty compliance.
28. Dr. Loomis announced the American Heart Association Heartwalk will be held on October 7, 2017.