The meeting began at 2:30pm in room 273D of the Ferguson Building. People in attendance included the following:

Dr. Kwame Antwi-Boasiako (Government)
Dr. Freddie Avant (Social Work)
Dr. Mark Barringer (History)
MSGT Shawn Burnah (Military Science)
Dr. Ray Darville (College Council)
Ms. Dixie Groll (Dean’s Office)
Dr. Marc Guidry (Associate Dean)
Dr. John Hendricks (Media Communication)
Dr. Mike Martin (Multidisciplinary Programs)
Dr. Brian Murphy (Dean)
Dr. Mark Sanders (English)
Dr. Robert Szafran (Social Analysis)
Dr. Jeana Paul-Ureña (Languages & Communication)
Dr. Jerry Williams (Psychology)

Dean Brian Murphy introduced Dr. Ray Darville to provide input from the College Council on two proposed policies. The College Council had a few concerns about an office hour policy for instructional faculty. The chairs adopted most of the Council’s recommendations and revised language elsewhere in the policy. As amended, the policy will take effect Spring Semester, 2013 pending further suggestions from the College Council. Dr. Darville indicated that the College Council accepted the reassignment policy for Graduate Coordinators and, accordingly, it will become operative Fall Semester, 2013. However, several concerns existed involving the reassignment policy for Assessment Coordinators. The chief issue was achieving equity across academic units in the College since assessment duties varied widely. It was agreed that, given the complexity of the problem, further discussion is warranted before moving forward on the standardization of duties for Assessment Coordinators.

Dr. Bob Szafran delivered an update on the progress of the core assessment committee and much discussion ensued. Dean Murphy distributed feedback from the recent Alumni Networking event. He identified three trends that the alumni continually identified as shortcomings in student preparation: (1) the need for internships to demonstrate applied competence, (2) poor resume construction coupled with weak interviewing performance, and (3) the lack of career direction. Dean Murphy stated that these results mirror the comments received from the previous event and the College should move collectively to address these deficiencies.

Dean Murphy summarized the work of the College’s four strategic planning subcommittees: image, curriculum, skills, and advising. Each has representation from across the departments and substantial improvements are likely to result from their work. Dean Murphy called attention to the College’s interactive television system. To date, it has been under-utilized and yet it carries great potential for enhancing classroom instruction. He asked the chairs to solicit input from their departments about identifying a high-profile speaker who could demonstrate the capabilities of the system.

Dean Murphy highlighted two issues that were brought to his attention about the current tenure and promotion process: (1) it is unclear what criteria apply to candidates seeking promotion and (2) a statement should be inserted that specifies how scholarship produced at other institutions will count toward tenure and promotion within the College. The chairs requested that another issue be considered as well: criteria for promotion from Assistant to Associate Professor. These three topics will be resolved next semester.

Dean Murphy called attention to the need to comply with state law that requires peer review of faculty members as part of the annual evaluation process. It was decided that departmental merit policies would be used for this purpose.
Specifically, merit evaluations will occur annually—even in years in which no merit pay will be awarded—and will be scheduled to take place prior to the department chair’s annual evaluation of faculty. This sequencing will allow chairs to consider the input of departmental faculty in making their own assessment of individual performance.

Drs. Marc Guidry and Jerry Williams circulated the draft of a research apprenticeship program for undergraduate students. The chairs applauded the initiative and requested modifications. A redrafted proposal of the program will be presented at the next meeting of the Chair Council.

Dean Murphy distributed the draft of a unit goal assessment plan for the College. He asked the chairs to review the document carefully and it will be considered at the next meeting of the Chairs Council. Once adopted, a template for departmental unit goals will be developed to align with the College’s plan.

Dr. Jerry Williams presented a proposal to inaugurate a Faculty Seminar Series. The chairs agreed to the concept and requested that Dr. Williams present a formal plan. Dean Murphy concluded the meeting with an announcement of upcoming deadlines, including for the Teaching Excellence Award (TEA). He agreed to create a streamlined process for the TEA that would make the application process less onerous.

The meeting adjourned at 4:42.