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

Dr. Rick Abel (Government)
Dr. Freddie Avant (Social Work)
Dr. Troy Davis (History)
Ms. Dixie Groll (Dean’s Assistant)
Dr. John Hendricks (Communication)
Mr. Perry Moon (College Council)
Dr. Brian Murphy (Dean)
LTC Todd Reichert (Military Science)
Dr. Mark Sanders (English)
Dr. Kandy Stahl (Psychology)
Dr. Jeana Paul-Ureña (Modern Languages)
Dr. Jerry Williams (Sociology)

Dr. Jerry Williams presented an update on the ad hoc curriculum committee’s proposed revisions to the College Requirements section of the BA degree. According to Dr. Williams, a few changes have been recommended by committee members since the last draft but, once these revisions are incorporated, the proposal should be in final form for adoption.

Dean Brian Murphy circulated comments from the chair of the College’s tenure committee about possible changes to the composition of tenure and promotion portfolios. Recently, portfolios have increased in size to the point where they are becoming unmanageable. Dean Murphy distributed the current requirements for portfolio development and requested feedback from the chairs. Several suggestions for revisions were proposed:

- The size of binders should be limited to two inches in thickness;
- A separate box with publications could be submitted;
- Only the last two years of teaching evaluations should be included;
- Only the most recent syllabus of a course should be provided;
- The inclusion of "other items" under each performance category (teaching, scholarship, service) should be removed or at least shortened;
- Separate narrative statements on the three areas of tenure/promotion should be eliminated, with only a single summative statement that addresses all three areas in their place;
- Tenure portfolios for departmental review should be available by October 1 to enable time for more consideration at the College level.

Dean Murphy requested chairs to take these recommendations back to their departments for discussion before any decision is made. The topic will be reviewed at the next meeting of the chairs.

Dean Murphy reminded chairs that the new state law on public access to course information will take effect on August 15, 2010. The university is considering ways to comply without imposing too onerous a burden on faculty. Dean Murphy also reminded chairs that Policy A-71 requires formal proposals for the creation and continuation of research centers at the university. The deadline for submissions to ORSP is Spring break. To avoid duplication of centers and to provide coordination, the Dean will hold a meeting to discuss means of collaboration within the College. Dr. Williams further requested chairs to nominate a faculty representative to a committee that will facilitate research activities within the College. Nominations should be forwarded to him by February 28.

Dean Murphy inquired about satisfaction with the College’s policy on requiring writing enhanced coursework prior to graduation. He indicated that the current policy makes it difficult to administer because there is no consistency from semester-to-semester on which courses apply. Also, the current standard defining what constitutes a “writing enhanced” course is vague and challenging to monitor for compliance. After much discussion about the problems associated with the current policy, the chairs were requested to discuss the issue with their departments to solicit input. The topic will be reviewed at the next meeting of the chairs.
As part of SACS reaccreditation, departments are required to keep examples of student work that relate to PLOs and EEOs for five years. The question is how to store these work samples. Each College has been requested to determine a uniform means that govern all departments in the unit. Two possibilities exist: (1) physical storage within a department or (2) posting the examples in TracDat. The chairs agreed that TracDat provides the better solution but they required clarification on the type of work that should be stored. If multiple choice questions are used for an EEO, for example, should the distribution of responses suffice or should actual student responses be stored? Dean Murphy promised to follow up with an answer.

Dean Murphy circulated the draft of a new faculty evaluation instrument that could be used in the upcoming academic year. It is designed to provide greater detail for evaluation purposes. The chairs believed the overall format was acceptable but requested three changes: (1) an overall assessment should be included rather than merely an assessment of three separate categories (teaching, scholarship, and service); (2) the three rating categories (exceeds expectations, fulfills expectations, and falls below expectations) should be collapsed into two (satisfactory and unsatisfactory); and (3) IT should be asked if data for GPA and teaching performance can be generated for chairs. With these modifications, Dean Murphy requested chairs to bring the instrument to departmental faculty for comment and revision.

Dean Murphy circulated a new “reassignment” request form that was recently approved by the Deans Council. This form will be used in upcoming semesters to provide greater accountability for non-instructional reassignment duties. Dean Murphy reminded chairs that the inaugural Archie McDonald Speaker Series event will take place on April 29 with George Foreman. Chairs were requested to ask faculty to consider adding attendance at the event as a possible extra credit opportunity.

Dr. Rick Abel brought up a potential problem in the upcoming conversion to Banner. Specifically, the system as presently proposed would enable anyone with advisor status to issue permits that override departmental criteria on class limits, prerequisites, etc. In the process, departments would lose control over their classes and would be required to assess the eligibility of all students in all classes on a daily basis. Dean Murphy promised to bring up the issue at the next Deans Council.

The meeting adjourned at 4:08.