The meeting began at 2:30 p.m. in room 273D of the Ferguson Building. Those in attendance were:

Dr. Ron Anderson, Psychology
Dr. Kwami Antwi-Boasiako, Government
Dr. Freddie Avant, Social Work
Dr. Mark Barringer, Associate Dean
Dr. Al Greule, Mass Communication
Dr. Mike Martin, Multidisciplinary Programs
Lt. Col. Todd Reichert, Military Science
Dr. Mark Sanders, English
Dr. Owen Smith, College Council
Dr. Jeana Paul-Urena, Languages, Culture, and Communication
Dr. Jerry Williams, Sociology

Associate Dean Mark Barringer called the meeting to order at 2:30 and welcomed Dr. Al Greule, representing the Department of Mass Communication in the absence of Dr. John Hendricks.

Members discussed Dean Murphy’s draft plan for a college Freshman Convocation. There was a consensus that inviting all majors, not only freshmen, was the preferred option, and that a 4:00 p.m. start to the event would allow the greatest faculty attendance. Members suggested that the Dean might introduce the department chairs at the event, and others asked about breakout rooms where departments might meet with their majors separately. Several members voiced concern about the academic competitions and prizes included in the draft and stated that the event should remain focused on academic opportunities in the college. Dr. Barringer said that he would acquire space and a firm date for the event, and Drs. Barringer, Paul-Urena, and Martin volunteered to revised Dean Murphy’s draft for his review.

Dr. Barringer asked for questions and feedback from departments on the draft Strategic Plan. According to the chairs, some faculty expressed concern about the following: cover aesthetics, the concluding slogan, the lack of any inclusion of graduate programs, and the amount of information on each slide/page. Others wondered if the ideas contained in the plan are in fact feasible and if the document could be made more concise. Members also mentioned that not all departments could do everything stated in the document. Dr. Barringer asked Dr. Smith to take the document to the College Council for further feedback and report back to the Dean at the next meeting.

Members reviewed the draft Departmental Assessment Template and suggested only minor revisions, including adding a place for the department name and that item D be emended to read “community and/or university engagement,” since some departments do not assess community engagement.

Dr. Barringer asked for comment on the format and deadlines for the development of biennial course schedules. All agreed on the suggested template, with the addition of summer semesters and a disclaimer stating that the schedules were for planning purposes only, that all courses were tentative and no guarantee exists. A deadline was set to coincide with the deadline for Spring 2013 schedules,
and Dr. Barringer said that he would have a template with the suggested additions drafted and sent to the chairs for approval.

Members unanimously approved the draft program for the Honors Banquet, and agreed that the April 14 deadline for awardees was acceptable. Dr. Anderson mentioned that it would be helpful if faculty could be informed about the price of the meal as soon as possible.

Dr. Smith reported that the College Council had discussed how best to define peer-reviewed publications. Council members expressed concern about the idea, asking about the need for such a definition and where it would be written in college policy. The Council recommended that departments define the term themselves. Dr. Sanders commented that the definitions should be written into departmental policies, and members suggested that including the editorial policies of journals with publications in portfolios could provide more clarity. The chairs agreed to work with their faculty to define the term at the departmental level and have recommendations to the Dean by May 15.

Dr. Barringer informed the chairs that the college was beginning to implement a server-based FileMaker software package to manage inventory, student records, and possibly classroom scheduling. He also asked that the chairs consider how the College could standardize the language on common faculty reassignments, such as graduate advisor, assessment coordinator, etc. Barringer will ask Dean Murphy to place this issue on the agenda for the next meeting.

Dr. Barringer provided a brief budget update, reminding the chairs to convey to their faculty and staff that the university’s financial situation is serious. Further updates are expected as the budget process continues for FY 2013. Barringer reminded the chairs that March 7 is the deadline for faculty research grant proposals to the Dean’s office and that May 30 is the deadline for reassignment outcome reports for Spring 2012 to the Dean. He also noted that James Baker will speak at the university on April 12 and the Middle East conference sponsored by the College will be held in Houston on October 18 and 19, 2012.

Dr. Sanders noted that the June 15 deadline for adjunct faculty evaluations seems to be too late to provide constructive feedback to adjuncts, most of whom do not teach in the summer. The chairs asked that Dr. Murphy inquire about having this deadline coincide with that of regular faculty evaluations in the future.

The meeting adjourned at 4:30 p.m.