Department Chair Minutes

April 7, 2014

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

Dr. Kwame Antwi-Boasiako (Government)
Dr. Mark Barringer (History)
Dr. Al Greule Bond (College Council)
Ms. Dixie Groll (Dean's Office)
Dr. Marc Guidry (Associate Dean)
Dr. Scott Hutchens (Psychology)
Dr. Mike Martin (Multidisciplinary Programs)
LTC David Miller (Military Science)
Dr. Brian Murphy (Dean)
Dr. Mark Sanders (English)
Dr. Robert Szafran (Social & Cultural Analysis)
Dr. Jeana Paul-Urena (Languages, Cultures, & Communication)
Ms. Sherry Williford (Media Communication)

Dean Brian Murphy began the meeting with a discussion of SUE (Space Utilization Efficiency) scores for the upcoming Fall Semester. According to John Calahan (Space Scheduling and Utilization Coordinator), the college is currently 17 sections short of fulfilling its target. Since the rearrangement of class schedules would be a time-consuming process, a separate meeting will be held later in the week to make the necessary adjustments. Dean Murphy reminded the chairs that instructional improvement monies (HEF funds) would likely be cut for the college next academic year due to the university's upgrading of classrooms temporarily taken out of inventory.

Dr. Bob Szafran reported that the subcommittee working on departmental unit goals would have a draft available at the next meeting of the Chair Council. Dr. Mike Martin distributed three questions for possible inclusion in the various student evaluation of instruction instruments used within the college. These questions, if adopted, would be commonly inserted in all departmental student evaluations to enable assessment of instruction to occur at the college level. The chairs unanimously approved the questions as presented.

Dean Murphy informed the chairs that three campus offices (Office of Instructional Technology, Teaching Excellence Center, and Office of High Impact Practices) would be merged into a single unit, called the Center for Teaching and Learning. Dean Murphy requested all departments to update their two-year annual schedules soon after graduation.

Dean Murphy announced that the Career Services Office would conduct a Career Planning Workshop on April 9. This workshop would be aimed directly at the needs of students in the humanities and social sciences. Dean Murphy also announced that Honors banquet is scheduled for April 30 at the Piney Woods Country Club. He reviewed last year's format and inquired if any changes are warranted. It was agreed that the number of awards should be limited to four per department.

Dr. Mike Martin presented a proposal on how future interdisciplinary programs could be handled within the college. He recommended that tracks could be created within the Liberal Studies degree to accommodate emerging student interests. The proposal was supported unanimously.

Dean Murphy provided an update on the Pre-Law Experience, the college’s new summer program for high school students. He indicated that the goal of 25 students was recently attained. Thus the program will be implemented as planned. Associate Dean Marc Guidry discussed a recent issue that arose involving graduate students during summer months. Specifically, they will be prevented from using university resources, such as the library, if not enrolled for both terms. The chairs decided to recommend that their graduate program coordinators address this matter at the Graduate Council.
Dean Murphy informed the chairs that the university has chosen LiveText as the software platform to upload student portfolios as part of core curriculum assessment. The meeting concluded with a series of announcements.

The meeting adjourned at 4:12.