Department Chair Minutes

March 2, 2015

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. Leslie Cecil (Anthropology, Geography, Sociology)
Ms. Dixie Groll (Dean's Office)
Dr. Marc Guidry (Associate Dean)
Dr. John Hendricks (Mass Communication)
Dr. Scott Hutchens (Psychology)
Dr. Mike Martin (Multidisciplinary Programs)
MAJ Timothy Graham (Military Science)
Dr. Brian Murphy (Dean)
Dr. Lee Payne (College Council)
Dr. Mark Sanders (English)
Dr. Robert Szafran (Anthropology, Geography, Sociology)
Dr. Jeana Paul-Urena (Languages, Cultures, & Communication)

Dean Brian Murphy inquired if any questions existed about uploading the new departmental unit goals into TracDat. Dr. Bob Szafran noted that one of the goals included in a prior version was in error; he supplied a corrected version. Dean Murphy reviewed a series of upcoming events and solicited feedback on each: High School Day, Lone Star Conference, Pre-Law Academy, Honors Banquet, and Advisory Board.

Dean Murphy reminded the chairs to provide their departmental internship application materials to him as soon as possible for posting on the college’s website. Dean Murphy circulated a set of issues that each department should complete by Friday for inclusion in the college’s View Book for prospective donors.

Dr. Mike Martin called attention to the conflicting enrollment numbers by major in various university resources. In particular, he noted that EAB’s SSI software listed certain students as “NA” but provided little actual information on these students. Dean Murphy promised to inquire with Associate Provost about the identity of the students. Dr. Mark Barringer reviewed the draft of a workload process that is based on fulfilling TLC at the departmental rather than individual level. After much discussion, the guidelines were adopted as presented.

Dean Murphy updated the chairs on faculty compliance with LiveText submissions for core courses. The Provost would like to see improvement in the compliance rate and would use merit pay as a vehicle to encourage faculty participation.

The meeting concluded with a review of upcoming deadlines and adjourned at 3:35pm.