Report of the Meeting of the Chairs’ Meeting of the College of Liberal and Applied Arts  
August 29th, 2007

The meeting was scheduled to begin at 3:00 in the afternoon, in room 273D of the Ferguson Building. The chairs present at the meeting included:

**Chairs:**
Dr. Brian Murphy  
Dr. Mark Barringer  
Dr. Kandy Stahl  
Dr. Freddie Avant  
Dr. Ann Doyle-Anderson  
Dr. Jerry Williams  
Dr. Troy Davis  
Dr. Rick Abel  
LTC Todd Riechert  
Dr. Wanda Mouton

**Notes:**
Dr. Peggy Scott and Mr. Chuck Lopez were guests at the meeting to inform the chairs of the new BIT (Behavioral Intervention Team) program. The BIT is charged with identifying students who pose potential risks to their own safety and that of other members of the campus community and intervening in such situations when necessary. Dr. Scott explained the procedures that Chairs should follow to assist with this program and distributed information to each member of the group.

**Minutes:**
Dean Murphy opened the meeting at 3:15pm. Dean Murphy distributed information on a scholarship funded by Geico.

Dr. Barringer reminded the Chairs of the changes made to the writing intensive policy. He asked the Chairs to relay the information to their faculty.

Dean Murphy asked the Chairs to schedule departmental visits for him to discuss future planning possibilities. He let the chairs know that he posted his presentation from the faculty meeting held on August 23, 2007 on the college web site.

Dean Murphy asked for input on ways to enhance student enrollment during the summer. He mentioned that the Provost was supportive of offering more online courses during summer terms, and then asked the Chairs to consider options.

Dean Murphy resumed discussion of online courses. He suggested that departments create shells for online courses in the core curriculum. Dr. Barringer noted that there may need to be more flexible in intellectual property policy. Dr. Williams further pointed out that a distinction exists between certifying an instructor and certifying a course. Dean Murphy informed the Chairs that
the Provost was planning to consult with the director of OIT about streamlining the faculty certification process.

Dean Murphy brought up academic deadlines for the year and distributed a calendar.

Dean Murphy noted that a brochure for the college is being created. All departments will have access to a uniform template within which they can create their own content so long as the brochures adhere to the guidelines established by the office of public affairs.

Dean Murphy informed the Chairs of changes in HR requirements and workload documentation for adjunct faculty. He also reminded the Chairs to review university policies regarding non-renewal of adjunct faculty.

Dr. Stahl inquired about workload policy applications for visiting faculty; Dean Murphy stated that he would investigate and provide an answer at a later time.

Dean Murphy asked the Chairs to provide his office with an estimate of adjunct faculty needs and budgeting for the Spring 2008 semester no later than September 15th, 2007. The Dean’s office will supply a template for this report.

Dean Murphy inquired whether the Chairs had access to student registration information and informed them that, if they did not, he would request access from the Provost. The Chairs discussed briefly the benefits and utility of student registration information.

Dean Murphy announced that the College had received its allocation of HEAF and faculty development funds for the new fiscal year, but he is waiting on computer replacement monies. HEAF money will not be allocated to individual departments until the amount of computer replacement funds are known. He then asked the Chairs to decide on a formula for the distribution of Professional Development money among the departments.

Dean Murphy informed the Chairs that professional development monies are no longer to be used to pay for faculty searches. The Chairs discussed the allocation of the money and the impact on faculty searches. They then advised the Dean on how they would like the funds to be allocated. Dean Murphy asked that, in the future, copies of travel vouchers should be forwarded to the Dean’s office to ensure that a record of college allocations and expenditures is maintained.

Dean Murphy reminded the Chairs about the upcoming SACS reaffirmation process. He stated the College needs to be prepared, and that all programs must be assessed as part of the reaffirmation process. The assessment plan for each program should include a mission statement, purpose statements, and outcomes assessment. Dr. Williams and Dr. Avant noted that their departments already have assessment plans in place. Dean Murphy indicated that these plans could form the basis of a uniform system for the entire college.

Dr. Barringer thanked the Chairs for working diligently to limit the number of under-enrolled courses this semester. He noted that the college had to ask permission to teach very few under-enrolled courses.
Dr. Stahl inquired about the availability of the new Digital Measures system for faculty activity reports. Barringer stated that the target date was sometime early in September, but that he would check with Institutional Research and update that information at a later time.

The Chairs agreed to schedule regular meetings on the first Mondays of each month, exclusive of September, at 3:15 p.m.

Dean Murphy again reminded the Chairs to schedule meetings for him with their faculty to talk about his ideas and plans for the college.

The meeting adjourned at 4:20 p.m.