Office of the Dean  
College of Liberal and Applied Arts

Department Chair Minutes

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December 5, 2016

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. Freddie Avant (Social Studies)  
Dr. Mark Barringer (History)  
Dr. Leslie Cecil (Anthropology, Geography, Sociology)  
Dr. Steve Cooper (Multidisciplinary Programs)  
Dr. Steven Galatas (College Council)  
Ms. Dixie Groll (Dean's Office)  
Dr. Marc Guidry (Associate Dean)  
Dr. John Hendricks (Mass Communication)  
Dr. Scott Hutchens (Psychology)  
Dr. Brian Murphy (Dean)  
LTC Paul Pfeiffer (Military Science)  
Dr. Mark Sanders (English)  
Dr. Jeana Paul-Urena (LCC)

Associate Provost Janet Tareilo and Dr. Dana Cooper, Director of the Student Success Center, discussed the development of degree maps. It was agreed that a template would be sent to the college’s chairs who would draft the degree maps appropriate to the programs in their departments. Mr. Andrew Ormsby was introduced as the college’s new Public Affairs officer. Chairs were encouraged to submit newsworthy items to Mr. Ormsby for possible media distribution.

Dean Brian Murphy reviewed which faculty members are eligible to participate in the revision of departmental tenure, promotion, and post-tenure policies. He reminded the chairs that draft policies are due by Spring Break. Drs. Mark Barringer and John Hendricks volunteered to participate in a committee with Dr. Steven Galatas and one other member from the College Council to update the procedures on how tenure, promotion, and post-tenure recommendations will be handled in the college. This committee, chaired by Dean Murphy, would begin work in early Spring Semester.

Dean Murphy distributed the current Annual Administrative Review template by which faculty evaluations are performed. He inquired whether the form required any modification. The chairs requested that the evaluation of teaching effectiveness should be on the agenda of the next Chair Council.

Dean Murphy circulated a proposal forwarded to the Provost by the university’s six academic deans. The proposal recommended the university adopt a decentralized budget system and define the roles of the Deans Council, Chairs Forum, and Faculty Senate to move in the direction of shared governance as outlined in the university’s strategic plan.

Dean Murphy asked the chairs to submit their HEF requests to him no later than January 15. After discussing the status of the current post-tenure review process, the chairs requested that further discussion be scheduled at the next Chairs Council.

Dean Murphy reviewed the enrollment data for the college and proposed the development of an enrollment strategy. A committee will be formed next semester to investigate program delivery options, reasons for retention problems, and assess the curriculum for relevance to contemporary trends.

The meeting concluded with a review of upcoming deadlines and adjourned at 4:29pm.

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