Department Chair Minutes

April 6, 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)
Dr. Brian Murphy (Dean)
Dr. Mark Sanders (English)
Dr. Robert Szafran (Anthropology, Geography, Sociology)
Dr. Jeana Paul-Urena (Languages, Cultures, & Communication)

William Harris, college advisor, informed the chairs that the university’s MySFA website will be undergoing a renovation on May 1st. Portlets will be added under an advising tab where student holds will be housed.

Dean Brian Murphy provided an update on upcoming events:

- College Day @ SFA is scheduled for October 13, 2015;
- The Lone Star international conferences are scheduled for November 19 and 20 at which a recruitment effort will take place;
- The Pre-Law Academy has 40 students enrolled and should reach its ceiling of 50 students;
- The Honors Banquet is set for May 7 in the Twilight Ballroom;
- The college’s Advisory Board is meeting on April 16. Chairs and one student are invited to the luncheon;
- The university strategic planning process is nearing completion. The “vision” statement was circulated for review.

Dean Murphy inquired if any chairs had questions about uploading the new departmental unit goals. No questions were posed. He reminded chairs that faculty and chair surveys would be circulated to obtain data for next year’s assessment.

Dean Murphy notified the chairs that the university’s website will be completely revised. He will forward a template to each department that needs to be completed by April 16. Chairs should indicate how existing departmental pages should be handled during the revision process (retained, revised, or deleted).

Dean Murphy reminded the chairs that they should return the view book template for their department ASAP for consideration by the college’s Advisory Board. Dean Murphy set June 1 as the deadline to complete the departmental assessment matrix for the dean’s annual report.

The meeting concluded with a review of upcoming deadlines and adjourned at 3:25pm.