Department Chair Minutes

May 1, 2017

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)
Dr. Steve Cooper (Multidisciplinary Programs)
Dr. Steven Galatas (College Council)
Dr. Marc Guidry (Associate Dean)
Dr. Scott Hutchens (Psychology)
Dr. Brian Murphy (Dean)
LTC Paul Pfeiffer (Military Science)
Dr. Mark Sanders (English)
Dr. Louise Stoeher (LCC)
Ms. Sherry Williford (Mass Communication)

Dean Brian Murphy introduced Ms. Shirley Luna, Executive Director of University Marketing Communications, to discuss the conversion of departmental web pages to the new university template. This process is underway and should be completed in early September, 2017. More information will be available shortly.

Mr. Richard Barnhart, Assistant Director of Applications in Information Technology, revealed a new service that could be adopted by academic departments at their discretion. An "enrollment optimization engine" has been added to the student schedule planner. This option allows departmental chairs to weight multiple sections of a course so that when a student seeks to build a class schedule, the highest weighted section appears first in the schedule. In this way, sections that might be difficult to fill would be brought to the attention of students prior to sections that might be taught by more popular instructors or at preferred times. If a chair desires to have this engine available to them, merely contact Mr. Barnhart to acquire access.

Dean Murphy requested the chairs to notify him of the time and location of their departmental Freshman Convocation. The chairs settled on September 12 as the date of the event. Discussion ensued on a possible change in the annual faculty evaluation form. The chairs voiced a preference for the new form under consideration. The College Council, however, expressed concern about the wording of some items on the proposed form. Dean Murphy requested the College Council to decide whether opposition existed to the new form itself or to some of its wording. If the latter, the form could be wordsmithed to everyone’s mutual satisfaction.

Dean Murphy reminded the chairs that the Honors Banquet is schedule for May 3rd. He requested that they provide Ms. Dixie Groll with their awards by noon of that day to enable room setup to occur in a timely fashion. Dean Murphy informed the chairs that attrition data for each department is being prepared by the Office of Institutional Research. These data will allow chairs to determine when majors are most prone to exit their programs and to identify the programs to which they migrate.

Dr. Mark Sanders delivered an update on the Assessment Advisory Committee. With a vacancy in permanent leadership in the Assessment Office, the committee was tasked to recommend to the Provost how the process could be managed in the future given that no funds exist to replace the former director. Two options were presented for his consideration. Dean Murphy reminded the chairs that the deadline for submitting proposals to participate in the online boot camp is May 5th and the deadline for applications to the NEH Summer Stipend Grant is June 9th.

Dean Murphy noted that the college is experiencing a severe room crunch with little usable space available. This situation will be reviewed to determine if a more optimal allocation of space could be devised. Dean Murphy will schedule individual meetings with departmental chairs this summer to discuss the needs and opportunities for each program.

The meeting adjourned at 3:43pm.