

**College of Arts and Sciences Chairs Meeting**  
**June 22, 2023**  
**2:00 PM**

**Agenda**

- 1) Approve the Minutes of the February 16, 2023, Chairs Meeting
- 2) Second Year Experience (Dr. Nicole Carr)
- 3) Grant Submission Policy Reminder (Ms. Terri Lefeaux and Mr. Bryant Smilie)
- 4) Budget Update
- 5) Summer 2023 Enrollments
- 6) Fall 2023 Enrollments and Scheduling
- 7) Academic Affairs New Faculty Orientation (August 15, 8 a.m.–12 p.m. MacQueen Alumni Center)
- 8) External Funding in the College
- 9) Staff and Administrators/Managers (110) Performance Evaluations (July 28, 2023)
- 10) Comprehensive Review of Chairs
- 11) Baldwin Campus Courses
- 12) 2023-2024 Program Reviews Update and Schedule
- 13) Annual Assessment
- 14) Fall Convocation and the Week of Welcome on Monday, August 21, 2023 (Dr. Loomis)
- 15) A&S New Faculty-Orientation (Dr. Loomis)
- 16) 2024-2025 Sabbatical Requests (Dr. Loomis)
- 17) Tenure and Promotion Deadlines (Dr. Loomis)
- 18) Mental Health Resources (Dr. Loomis)
- 19) Online General Education Courses (Dr. Loomis)
- 20) ASMS Articulation Agreement (Dr. Loomis)
- 21) New Appeal Process for Suspension (Dr. Loomis)
- 22) Map Your Path (Dr. Loomis)
- 23) Summer Orientation Advising Reminders and Schedule (Dr. Loomis)
- 24) Other Business

Unapproved Minutes

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Chairs' Meeting

Thursday, February 16, 2023

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In Attendance: Dr. Kimball, Dr. Powers, Dr. Sherman, Ms. Fitzsimmons, Dr. Moore, Dr. Harrington, Dr. McCready, Dr. Coym, Dr. Meeker, Dr. Habel, Dr. Sanders, Dr. Shelley-Tremblay, Dr. Hanks, Dr. Mulekar, Dr. Messenger, Dr. Sheldon, Dr. Loomis, Dr. Coleman, Dr. Wierzbicki

Guests: Ms. Lori Harris, Mr. Jay Jenkins, Dr. Christine Rinne, Maj. Aaron Gordon (Sitting in for LTC. Ruth Randolph) MSG. Javier Beltran (Sitting in for LTC. Jared Sundahl)

Absent: LTC. Ruth Randolph, LTC. Jared Sundahl, Dr. Lars Tatom (On-Leave)

1. The minutes of the November 17, 2022, Chairs' Meeting were approved.
2. Dr. Wierzbicki introduced Ms. Lori Harris as the new A&S Development Officer. Ms. Harris said that she looks forward to assisting the Chairs with their departments' funding needs and to helping them to positively impact students and the University. Dr. Wierzbicki encouraged the Chairs to contact Ms. Harris. He stated that A&S has a great opportunity to receive development money from many sources.
3. Dr. Wierzbicki introduced Mr. Jay Jenkins as the new A&S Management Systems Specialist I. Mr. Jenkins brings over 20 years of experience in IT from Missouri State University. Dr. Wierzbicki stated that Jill, Daniel, and Jay are all available to assist faculty with their IT concerns and needs.
4. Dr. Christine Rinne discussed the General Education Curriculum Reform. She stated that both she and Dr. Phil Carr have been facilitating Gen. Ed discussion university-wide. She said that Gen. Ed. has not been discussed since the 1990's. Dr. Rinne and Dr. Carr have met with the Academic Deans and half of the competency committees. Dr. Rinne announced that meetings for Math, Comp, and History will take place in March. The meeting for Social Sciences will be in a couple of weeks. She added that a meeting for R.O.T.C. would need to be scheduled for March. She said that meetings with individual departments could be scheduled, if necessary. She asked Chairs to encourage faculty to attend the faculty forums in May. She also asked them to help think of possible unintended consequences that may come from Gen. Ed. reform.
5. The budget update, as of January 31, 2023, was reviewed (handouts). The Departments have \$3,509,835 in total holdings, out of which \$586,895 is in supplemental funds. There is a total of \$608,647 in student fees, and Chairs were asked to continue spending this money on student-related expenses. Dr. Wierzbicki asked the Chairs to work with Ms. Carla Martin, Ms. Krista McCreery or Ms. Terri Lefeaux if they have questions regarding their budgets.
6. Dr. Wierzbicki discussed the spring enrollment (handouts). Spring enrollment is 12,704 (a decrease of 378 students). Credit-hour enrollment for spring is 138,484, which is a decrease of 4,314 credit hours. Dr. Wierzbicki stated that the recruitment efforts of Dr. Eric Loomis have been beneficial as A&S has gained six majors this semester.
7. Dr. Wierzbicki went over the external funding update (handouts). As of January 31, 2023, 11 grants have been awarded as compared to 14 last year. The College has submitted 25 proposals as compared to 12 submitted this time last year. Currently, the College has received approximately \$541,355 in external funding. As of the last calendar year, Ms. Terri Lefeaux reported that the College has 122 active grants that total approximately 48 million dollars.
8. Dr. Wierzbicki announced that he has received direct complaints from faculty members regarding the dissemination of information from the Dean's Office.-He reminded the Chairs to make sure that information from University Administration and the Dean's Office flows to their faculty. He asked the Chairs to take this matter seriously and urged Chairs to share the matters discussed at the Chair's meetings with their faculty immediately following the

Chairs' meetings. Dr. Jack Shelley-Tremblay asked if the handouts could be shared as a word document. Dr. Loomis reminded the Chairs that meeting minutes are shared on the College website.

9. Dr. Wierzbicki talked about faculty contract deadlines (handouts). For 9-month faculty, those in their first year of service should have received notice of non-reappointment by February 15, 2023, for a termination date of May 15, 2023. Those in their second year of service should have received notice by November 15, 2022, for a termination date of May 15, 2023. Those with more than two years of service should receive notice by April 28, 2023, for a termination date of May 15, 2024. The Dean asked Chairs to refer to the handout for 12-month faculty deadlines. The Dean then pointed out that a memo was sent from Dr. Kent regarding reappointment letters for non-tenured faculty (handouts).
10. Dr. Wierzbicki discussed One-Year-Only contract renewals. Due to the drop in enrollment, budget cuts were made which affected the hiring of one-year-only faculty members. Dr. Justin Sanders asked how this would affect replacing retiring or resigning faculty members. Dr. Wierzbicki stated that the funding will go to the departments with the greatest need. Dr. Roma Hanks then asked if this budget cut would also affect hiring tenure-track faculty. Dr. Wierzbicki stated that hiring decisions will be made on a case-by-case basis.
11. Dr. Wierzbicki went over the 2022-2023 FAR deadlines (handouts). FARs are due to the Dean's Office by April 21, 2023. The Dean stated that if faculty members state concerns about their FARs being due too soon, the Chairs should let them know that amendments can be made if more activities occur before the deadline. Signed copies of the narrative evaluations are due to the Dean's Office by April 5, 2023. Signed mid-probationary narrative evaluations are due to the Dean's Office by March 10, 2023.
12. Dr. Wierzbicki spoke about Maymester and summer school contracts and scheduling (handouts). This information is due to Ms. Krista McCreery by March 17, 2023. Maymester contract hours do not count against summer contract hours.
13. Dr. Wierzbicki discussed the A&S Town Hall meeting with the President and the Provost (handouts). The town hall will take place on Wednesday, April 5, 2023, at 3:00 p.m. in the Laidlaw Performing Arts Center.
14. The Dean discussed the promotion of non-tenure-track professorial-level positions (handouts). New ranks and titles have been established as Assistant Professor of Instruction, Associate Professor of Instruction, and Professor of Instruction. The guidelines for promotion are listed on the handout and in the Faculty Handbook. Dr. Coym asked how this would affect current non-tenure faculty who decide to convert to this track. Dr. Wierzbicki explained that eligible faculty should apply to convert their current position to the new Instructional track. Dr. Habel asked about the salary component. The Dean stated that, even though this was not explicitly stated in the Faculty Handbook, he expected that the salary increases upon promotion would remain the same as for tenure-track faculty. Dr. Habel then asked if guidelines for promotion would change for these positions. The Dean stated that the guidelines for promotion are described in the Faculty Handbook.
15. Dr. Coleman discussed program reviews. He identified the program reviews that are either under way or will be taking place in the Spring: Visual Art B.A., Studio Art B.F.A., Criminal Justice B.A., Dramatic Arts B.A and B.F.A., Philosophy B.A., B.A. and M.A. in English, B.S. in Meteorology, and B.A. in Modern and Classical Languages and Literature. The program reviews for History and Psychology should either be finished or winding down. Dr. Coleman asked that the program review reports be sent to him first.
16. Dr. Coleman gave an update about annual assessment. Ms. Dana Abrams has sent out a report on the one-year assessment, thanking everyone for the great job done on the assessment. Dr. Coleman announced that the Office of Institutional Effectiveness will soon replace Nuventive with a system from Watermark. He also mentioned that The Office of Institutional Effectiveness is considering not requiring Chairs to enter assessment data this fall.
17. Dr. Coleman talked about the 2023 Employee Campaign also known as SouthFund. He asked Chairs not serving as their departments' reps to assist the designated reps in making faculty aware of the campaign.

18. Dr. Coleman and Dr. Loomis went over the SACSCOC campus visit update (handouts). According to Dr. Coleman, Dr. Angela Coleman stated that the SACS response has been excellent. There were only three issues that required an additional explanation. The first was about a standard related to student achievement regarding our use of disaggregated data that connects to students that are not Pell eligible. The second standard was about program length regarding Accelerated Bachelor's to Master's programs (A.B.M.). The third standard related to federal and state responsibility that involved an audit that had not been completed. The state audit has now been completed. Dr. Loomis stated three things to remember regarding the A.B.M. programs. First, the bulletin language will be revised next year for all A.B.M. programs. Second, each A.B.M. student who has completed both degrees has to have taken a minimum of 150 unique hours (a minimum of 120 undergraduate hrs. and a minimum of 30 graduate hrs.). Third, every student and her/his advisor must complete the Accelerated Bachelor's to Master's declaration form. Dr. Coleman stated that the onsite committee will be on campus March 20-23, 2023. The confirmation of reaffirmation status will be in December of 2023. Dr. Wierzbicki then added that it is important for everyone to look over the portion of the handout regarding QEPs. Dr. Loomis will send out a link for this handout.
19. Dr. Coleman talked about Faculty Activity Report Information. He pointed out that the number of hours must be totaled for each section of activities. Also, publications should only be listed if they are already in print or are forthcoming.
20. Dr. Loomis spoke about the Start South student data (handouts). The handout includes a table listing terms, enrollments, matriculation, and percentages. Dr. Loomis reminded the Chairs that the summer students do not get counted. He noted Ms. Alice Abernathy's point that the fall of 2020 included 57 prior dual-enrollment students. If that number is factored out, the percentage of students that participated might be a bit higher.
21. Dr. Loomis discussed the upcoming recruiting events (handouts). He stated that larger events would probably yield a higher attendance. He would like to have a large social media campaign going forward. Dr. Loomis thanked the professors that participated in the recent events. He then announced that USA Day will be held on April 22, 2023.
22. Dr. Loomis reminded Chairs that mid-probationary reviews are due on March 10, 2023. He stated that if the Chairs would like to have their committees added in Watermark, he or Ms. Sangela King can add them so that the committees can have access to the mid-probationary review committee Digital Measures report. Dr. Wierzbicki stated that the annual review is due on April 5, 2023.
23. Dr. Wierzbicki announced that the Spring Commencement will consist of two ceremonies. A&S will be held on Saturday, May 6, 2023, at 10:00 a.m.
24. Other business:

Dr. Loomis stated that he has not been able to get an update on the Bulletin. He believes that editing will be available in CourseLeaf.