

Unapproved Minutes

Chairs' Meeting

Thursday, November 17, 2022

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

Guests: Dr. Julie Estis, Ms. Terri Lefeaux, Dr. Cornelius Pillen (Sitting in for Dr. Madhuri Mulekar), Dr. David Meola (Sitting in for Dr. David Messenger, Maj. Aaron Gordon (Sitting in for LTC. Ruth Randolph)

Absent: Dr. Madhuri Mulekar, Dr. David Messenger, Dr. Pavica Sheldon, LTC. Ruth Randolph, LTC. Jared Sundahl

1. The minutes of the September 15, 2022, Chairs' Meeting were approved.
2. Dr. Julie Estis updated everyone regarding the Quality Enhancement Plan. The process of selecting the topic is underway. The assessment and implementation plans are being finalized and will be sent to SACSCOC on January 31, 2023 along with the focus report. A site team will be on campus to verify our compliance and learn about our Q.E. P. in March of 2023. She stated that the Q.E.P. Advisory Development Team 2023 was formed as a subset of the Student Success Team. The Advisory Development Team has set out to look at all of the input from around campus to develop a set of guiding principles for topic selection. The selection has been narrowed down to four topics. The topics are Student Advising after Transition into Their Major, Student Awareness of Available Resources, Student Interest in Flexible Learning Opportunities, and Students Being Prepared for Their Next Step. She then gave handouts of the drafted logic model which showed some of the activities that are in the works.
3. Dr. Wierzbicki introduced Ms. Terri Lefeaux as the new A&S Research Administration Manager II. Ms. Lefeaux comes from Ms. Lynne Chronister's office. Ms. Lefeaux stated that she would like to get familiarized with who handles grants in each department. She asked the Chairs to allow she and Mr. Bryant Smilie to enter information into Cayuse for them and that she would be happy to assist with explaining grant statements. She also stated that she will be contacting everyone regarding PAR forms.
4. The budget update, as of October 31, 2022, was reviewed (handouts). The Dean reminded the Chairs that there is a rolling deficit from 2008-2009 that still affects the budget. According to the Dean, the Departments have \$3,296,502 in total holdings. Departments have received the summer revenue, which includes funds of \$1,000 for full-time faculty members, including OYOs. Departments also received \$194 in travel funds for each full-time faculty member, excluding OYOs. The College has \$1.195 million in start-up funds. There are \$660,071 in student fees which is down from last year's \$842,000. Chairs were asked to spend this money on student related expenses. Overhead funds are stable at \$464,234.
5. Dr. Wierzbicki went over the external funding update (handouts). A&S has a historical \$15,649,211 in new funding. The College has submitted 89 proposals compared to 101 submitted last year and received 63 awards compared to 46 awards last year. Currently, the College has approximately \$36,724,000 in externally-funded research awards.
6. Dr. Wierzbicki reminded the Chairs about the Annual Part-Time Faculty Evaluations. He stated that there is a form on the Academic Affairs webpage that can be utilized for the evaluations. The forms are to be filed in each Chair's department and does not need to be submitted.
7. Dr. Wierzbicki mentioned the comprehensive review of Chairs. The three Chairs being reviewed have already been notified.

8. Dr. Coleman discussed program reviews. He stated that the program reviews that will take place in the Spring are the following: Art B.F.A., Criminal Justice B.A., Dramatic Arts B.F.A., Environmental Toxicology M.S., Philosophy B.A., and Physics B.S. These programs scheduled for review will last through December 2023 or early January 2024. The programs currently being reviewed are B.A. in Anthropology, B.A. and M.A. in English, B.S. in Meteorology, and B.A. in Modern and Classical Languages and Literature.
9. Dr. Coleman spoke about the annual assessment and SACSCOC review. Ms. Dana Abrams has been reviewing all of the assessments. So far, everything looks good with minimal changes needed. She will contact Chairs if anything else is needed. Follow-up assessment information is to be entered in the Spring by Friday, March 31, 2023.
10. Dr. Coleman reminded the Chairs to submit their reassigned time requests for 2023-2024 by December 2, 2022. Sabbatical review will be on December 9, 2022.
11. The SACSCOC review timeline was discussed. Dr. Coleman announced that the compliance report has already been submitted and that the off-site review is underway. He stated that the site visit will take place on March 21, 2023 and that anyone could be asked to be a peer group member. Dr. Loomis suggested that having a general sense of the University mission statement, knowledge of the Q.E.P., and having a strategic plan would be useful during the site visit.
12. Dr. Coleman went over the proposed Diversity, Equity, and Inclusion statement for Departments to include on websites, promotional materials, and syllabi (handouts). It is suggested that Chairs include a paragraph specifically about their department. A request for a two-week deadline extension for submitting proposed statements was granted.
13. Dr. Loomis spoke about integrating freshman and transfer students (handouts). AATS proposes transfer advising to 45 hours for students involved in partnership programs like Pathway. Dr. Loomis suggested that Chairs continue looking for ways to better integrate freshmen into their departments.
14. Dr. Loomis discussed the early spring outreach to enrolled students (handouts). The College sent out 22,000 postcards to perspective students last year. Amber will contact Chairs regarding postcards for their departments. Pre-Health Preview Day will be held on Monday, February 6, 2023. He stated that he would like A&S to host another College Preview Day. He asked if the Chairs would prefer it to be held on campus only, via Zoom only, or a combination of the two.
15. Dr. Loomis spoke about the 2022-2023 tenure, promotion, and mid-probationary deadlines (handouts). He mentioned that Academic Affairs did not give edit access for the Google drive to Department Committee Chairs. However, Department Chairs should have edit access. The department committees' reviews are due on December 2, 2022. January 6, 2023, is the deadline for Chairs to meet with the candidates and inform them of the recommendation for tenure, promotion, or both. All review materials are to be submitted by January 13, 2023. The mid-probationary review deadline with Chair evaluations will be Friday, March 10, 2023. He reminded the Chairs that they set the timeline for the candidates and their departmental mid-probationary review committee.
16. Dr. Loomis went over the 2022-2023 early grant deadlines (handouts). Support and Development Awards proposals are due on Friday, November 25, 2022. Summer Professional Development Awards proposals are due on Tuesday, January 10, 2023.
17. Dr. Loomis discussed the Arts and Sciences Award timeline (handouts). He reminded the Chairs about the Excellence in Directed Studies Award which was not given last year. Dr. Ellen Harrington asked if graduate instructors would be considered for this award. After the Chairs voted, Dr. Wierzbicki stated that there will now be a separate award for Graduate Mentoring. Dr. Wierzbicki then asked Chairs to remind their faculty that self-nomination is allowed for awards.
18. Dr. Loomis spoke about new student online orientation (handouts). He asked the Chairs to notify him if they have any feedback or issues regarding the process. Ms. Kelly Taylor is organizing the emailing process for Chairs and students.

19. Dr. Wierzbicki announced that the Fall Commencement will be held on Saturday, December 10, 2022, at 10:00 a.m. He asked the Chairs to encourage their faculty members to attend.

20. Other business:

- a. Dr. Sean Powers mentioned summer salaries to Ms. Terri Lefeaux. He asked if she would schedule time for faculty to contact her about their summer salaries. She stated that she would also get Ms. Krista McCreery involved in that process.
- b. Dr. Jack Shelley-Tremblay mentioned proposed changes by The University of Alabama to restructure their general education that may affect The University of South Alabama. Dr. Susan McCready stated that Dr. Angela Coleman has already formed a team to take-on this matter.
- c. Dr. Ellen Harrington asked if there will be space made to replace Alpha Hall South. Dr. Wierzbicki said that there have been proposals made for re-location.