

College of Arts and Sciences Chairs Meeting
May 30, 2024
2:00 PM

Agenda

- 1) Approve the Minutes of the February 15, 2024, Chairs Meeting
- 2) Building Enrollment in A&S (Mr. Mathew Cox)
- 3) Introduction of Ms. Sarah Waddell, A&S Assistant Director of Marketing and Communication
- 4) Introduction of Ms. Carly Herron, A&S Management Systems Specialist I
- 5) Budget Update
- 6) Summer 2024 Enrollments
- 7) Fall 2024 Enrollments and Scheduling
- 8) Academic Affairs New Faculty Orientation (August 19, 8 a.m.–10:45 a.m. John Counts Room)
- 9) External Funding in the College
- 10) Staff and Administrators/Managers (110) Performance Evaluations (July 26, 2024)
- 11) FML Applications
- 12) International Scholar Invitation and Sponsorship Process
- 13) Comprehensive Review of Chairs
- 14) 2024-2025 Program Reviews Update and Schedule (Dr. Coleman)
- 15) Annual Assessment (Dr. Coleman)
- 16) Fall Convocation and the Week of Welcome on Monday, August 19th, 2024, Dr. Loomis)
- 17) A&S New Faculty-Orientation Tuesday August 20th (Dr. Loomis)
- 18) 2024-2025 Sabbatical Requests (Dr. Loomis)
- 19) Tenure and Promotion Deadlines (Dr. Loomis)
- 20) Professor of Instruction Review Process (Dr. Loomis)
- 21) Online General Education Courses (Dr. Loomis)
- 22) Proposed Revision of Faculty Awards Application (Dr. Loomis)
- 23) Navigate South Updates and Referral Guide (Dr. Loomis)
- 24) Summer Orientation Advising Reminders and AATS Advising over 30 Hours (Dr. Loomis)
- 25) Other Business

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Unapproved Minutes

Chairs' Meeting

Thursday, February 15, 2024

In Attendance: Dr. Sytske Kimball, Ms. Susan Fitzsimmons, Dr. Ellen Harrington, Dr. Susan McCreedy, Dr. Jason Coym, Dr. Kevin Meeker, Dr. Justin Sanders, Dr. Jack Shelley-Tremblay, Dr. Roma Hanks, Dr. Madhuri Mulekar, Dr. Kelly Major (Interim Chair), Dr. Jaclyn Bunch (Acting Chair), Dr. David Messenger, Dr. Laura Moore, LTC. Ruth Randolph, LTC. Jared Sundahl, Dr. Robert Coleman (via Zoom), Dr. Eric Loomis, Dr. Andrzej Wierzbicki

Guests: Dr. John Lehrter (Sitting in for Dr. Sean Powers)

Absent: Dr. Sean Powers

1. The minutes of the November 16, 2023, Chairs' Meeting were approved.
2. The Dean and Chairs reviewed the budget update, as of January 31, 2024 (handouts). Dr. Wierzbicki stated that Mr. Peter Susman, in the Budget Office, promises to resolve the operating budget issues that have affected some departments. He mentioned that the departments have over \$3 million in reserve funds. There is over \$1 million in start-up funds. He asked the Chairs to encourage their faculty to travel. There is \$1,000 per full-time faculty member, including OYOs in the supplemental budget for travel or other departmental spending. The first installment of additional travel funds from Academic Affairs was \$260.50 per full-time faculty member, excluding OYO's. The second installment will be allocated in June.
3. Dr. Wierzbicki discussed spring enrollment (handouts). The University enrollment is 12,683, which is an increase of 2.9% from last spring. Undergraduate enrollment has increased by 5.84%. Graduate enrollment has decreased by 2.25%. Overall undergraduate credit-hour production is 140,181, which is an increase of 4.48%. A&S undergraduate enrollment has increased by 9.16% since last spring. A&S graduate enrollment has increased by 36 students.
4. Dr. Wierzbicki reviewed the sponsored projects update (handouts). As of December 31, 2023, the College has been awarded 11 grants versus two awarded last year. 29 proposals have been submitted as compared to 25 last year. \$1,472,000 has been awarded as compared to \$714,000 last year. This is an increase of over \$757,000.
5. Dr. Wierzbicki stated that complaints continue regarding a lack of information from the Chairs' meetings being shared with Department faculty. He recommended that Chairs schedule faculty meetings soon after the Chairs' meetings in order to share the information with their faculty.
6. Dr. Wierzbicki discussed faculty non-reappointments (handouts). For nine-month faculty in the first year of service, notice should be given at least three months in advance of the faculty member's last day of employment (February 15, 2024) to terminate as of May 15, 2024. In the second year of service, notice should be given at least six months in advance of the last date of employment (November 15, 2023) to terminate as of May 15, 2024. After two or more years of service, notice should be given at least twelve months ahead of the last date of employment (April 26, 2024) to terminate as of May 15, 2025. For twelve-month faculty, notices should be given in the same intervals. First year of service notice should be given by May 10, 2024, to terminate as of August 14, 2024. Second year of service notice should be given by February 5, 2024, to terminate as of August 14, 2024. After two or more years of service, notice should be given by April 26, 2024, to terminate as of August 14, 2025.

7. Dr. Wierzbicki discussed one-year-only (OYO) contract renewals. There are currently 12 OYO appointments in the College. OYO contract renewals will be contingent upon the faculty searches that are going on and student enrollment.
8. Dr. Wierzbicki went over the 2023-2024 FAR deadlines (handouts). FARs are due to the Dean's Office by April 19, 2024. Signed copies of the narrative evaluations are due to the Dean's Office by April 3, 2024. Annual Reports are due by May 10, 2024. Signed mid-probationary narrative evaluations are due to the Dean's Office by March 11, 2024.
9. Dr. Wierzbicki reminded Chairs that faculty who are receiving reassigned time for research must be research active. Dr. Coleman asked the Chairs to remind faculty that there are plenty of ways to demonstrate their research and professional development. Book reviews were suggested. Dr. Wierzbicki reminded the Chairs that the purpose of this research is to create new knowledge. Presentations at professional conferences are counted towards research/creative productivity.
10. Dr. Wierzbicki talked about Maymester and summer school contracts and scheduling (handouts). This information is due to Ms. Krista McCreery by March 15, 2024. Maymester contract hours do not count against maximum summer contract hours. Dr. McCreery asked if summer abroad courses should be included. Ms. Krista McCreery stated that although the college does not pay for it, it would be helpful to have that information included. The Dean reminded the Chairs that Maymester courses cannot exceed four credit hours.
11. Dr. Wierzbicki reminded Chairs of the A&S Townhall meeting with the President on March 20, 2024, in the Laidlaw Performing Arts Center.
12. Dr. Coleman announced that Dr. Katherine Friedrich is the new Director of Institutional Effectiveness (OIE). Ms. Dana Abrams is working with Dr. Friedrich to reach out to departments and find out if OIE can provide any assistance with preparing for their program reviews. Dr. Coleman reminded the Chairs to send self-study information to him before submitting it to the external reviewer.
13. Dr. Coleman reminded Chairs to start collecting assessment data during this semester. All data will need to be entered into Watermark by the end of August. He reminded the Chairs that programs currently under program review are not required to enter assessment data in late August.
14. Dr. Coleman discussed the 2024 SouthFund Campaign, which funds undergraduate scholarships. He stated that there is still approximately \$1 million left from the Mitchell/Moulton scholarship fund to use towards current and new undergraduate scholarships. He asked that if the Chairs are not serving as their department's representative to please assist the representative for their department by making sure that all of their faculty members are aware of the campaign.
15. Dr. Coleman talked about the Faculty Activity Report that Departments submit for the College's Annual Report. He asked the Chairs to make sure that entries for the annual report are in APA form. He stated that sometimes faculty include items that are not supposed to be on there, such as publications listed for consecutive years or listing articles that have not been published or have not been accepted for publication. He asked Chairs to make sure that totals are provided for sections of the FAR that list students involved in research and that list faculty community engagement hours.

16. Dr. Loomis discussed Navigate South updates (handouts). Automations now allow automatic messaging as students are added to a list. Ms. Kristi Clayton can arrange training for this new option. There is a student-facing app that includes a "study buddy," function where students can find study buddies for a course. He stated that registration PINs will soon roll out. PINS are on the student overview page on Navigate South under alternate ID. He also stated that juniors and seniors may need to be reminded about the Navigate South app.
17. A&S Preview Day is Wednesday, February 22, 2024 (handouts), and is at capacity. Set-up is at 8:30 a.m.
18. Dr. Loomis reminded the Chairs that the annual reviews are due in the Dean's Office on April 3, 2024, and that mid-probationary reviews are due on March 11, 2024 (handouts). He stated that if the Chairs would like to have their mid-probationary review committees added in Watermark, they can email him the names of the committee members to add.
19. Dr. Loomis discussed prospective student lists and outreach (handouts). He stated that our personal touch with outreach, such as meetings via phone or Zoom, is very helpful. Dr. Wierzbicki reminded the Chairs that in order to have more faculty, we need to recruit more majors to keep our programs successful.
20. Dr. Loomis talked about the faculty qualifications manual (handouts). The contents are to be reviewed by February 23, 2024. Contents are in the Arts and Sciences folder in the Google Drive. He stated that if the rationale is the same, Chairs can have more than one degree type in one memo.
21. Dr. Loomis spoke about the new Banner retention report – ZSGR0574 (handouts). This report gives a student's status from the previous term (active, inactive, or graduated).
22. Dr. Loomis discussed Jag Analytics (handouts). This is a HelioCampus data site. It can show data such as graduation rate and retention rate by cohort or program. At this time, only Dr. Wierzbicki, Dr. Loomis, and Ms. Kelly Taylor have access to the data for the College of Arts and Sciences. If Chairs are interested, they can let Dr. Loomis know if they would like receive training for the site.
23. USA Day will be held on April 6, 2024 (handouts). The location has not yet been determined. Dr. Loomis stated that there will be a College overview.
24. Dr. Wierzbicki announced that the Spring 2024 Commencement for Arts and Sciences will be held on Saturday, May 4, 2024, at 2:00 p.m.
25. Other business:
 - 1) Dr. Jason Coym asked if transient approvals are in the new DocRoute. Dr. Loomis stated that it is live but that students are not yet aware. Right now, the paper process is still being used, however, with the new policy.
 - 2) Dr. Susan McCready asked about the first day bookstore policy. Dr. Wierzbicki stated that the new program will begin with the fall 2024 semester.
 - 3) Dr. Wierzbicki announced that Arts and Sciences is experiencing encouraging increases in many undergraduate majors and in some master's degree programs such as Communication and the MPA.

- 4) LTC. Jared Sundahl announced that the ribbon cutting for the new ROTC building will be on March 18, 2024, at 10:00 a.m.