

Unapproved Minutes

Chairs' Meeting via Zoom
Thursday, June 16, 2022

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

Guest: MSG. Javier Beltran (Sitting in for LTC. Jared Sundahl), Bryant Smilie, Maddy Bryant

Absent: Dr. Madhuri Mulekar, LTC. Jared Sundahl

1. The minutes of the February 17, 2022, Chairs' Meeting were approved.
2. Dr. Wierzbicki introduced Ms. Maddy Bryant and Mr. Bryant Smilie as the new College of Arts and Sciences Grant Administration Specialists. Mr. Smilie handles pre-award grant processing, and Ms. Anderson handles post-award grant processing. Both will handle processing outside of what Ms. Terri Lefeaux does.
3. The budget update, as of May 31, 2022, was reviewed (handouts). According to the Dean, the Departments have \$3,099,968 in total holdings. This is an increase of \$511,753 from last year. Supplemental funds have increased by \$100,000, overhead funds have increased by \$100,000, professorship funds have increased by \$140,000, start-up funds are \$755,079 with the assistance Academic Affairs, and student fees are \$670,060, which is up from 548,000 last year. Dr. Wierzbicki then stated that student fees are to be used as intended for particular instructional purposes. He also mentioned that Ms. Carla Martin will be contacting departments in deficit, regarding transfer of funds before the end of the fiscal year.
4. Summer 2022 enrollment for the university was discussed by Dr. Wierzbicki (handouts). Enrollment is at 7,277 students which is a 2.5% decrease from last year (handouts). More information will follow as it becomes available.
5. Dr. Wierzbicki discussed initial Fall 2022 enrollment (handouts). The university is at 9,645 students which is up by 128 students from last year. A&S is down by 92 majors. First-time Freshman enrollment is down by 65 students, and there is also a decrease in the number of seniors. Dr. Loomis mentioned that great effort has been made to boost enrollment with social media marketing and postcard campaigns. Dr. Wierzbicki added that Chairs should contact Ms. Amber Day for assistance with advertising their programs. He also stated that full-time faculty, except those in fully remote positions, must teach at least one class face to face per semester. Department Chairs are responsible for ensuring that full-time faculty members are scheduled properly.
6. Dr. Wierzbicki announced that the date of the new faculty orientation held by Academic Affairs has been changed to August 15, 2022. He stated that twelve new faculty members will be starting this fall. Ms. Krista McCreery will check to make sure that all new hires have been notified of this mandatory orientation. Dr. Wierzbicki asked the Chairs to remind their new hires of this required orientation.
7. Dr. Wierzbicki went over the external funding update (handouts). We have received 48 awards compared to 23 awards last year. We have submitted 55 proposals compared to 71 submitted last year. So far, we have received \$17,716,000 for an increase of \$16,195,129 since last year. The college has \$35,000,000 in research funding. Dr. Wierzbicki mentioned that he has been taking on the role of Associate Dean of Research for the College of Arts and Sciences since Dr. Varghese retired in 2014 in order to save money for the college. He also stated that if that position continues to grow, the college will have to think about funding the position somehow.
8. Dr. Wierzbicki spoke about the annual performance evaluations (handouts). Annual performance evaluations are to be signed and submitted to the Dean's Office by July 29, 2022. The evaluations are for employees hired on or before March 31, 2022. The evaluation period is from June 15, 2021, to June 14, 2022.

9. Dr. Wierzbicki announced that the comprehensive review of Chairs will conclude this month while the annual review of Chairs is taking place. For the upcoming year, three Chairs have been selected for comprehensive review. Each will be informed during her/his annual review this month.
10. Dr. Coleman discussed program reviews. He stated that program reviews will now take place during the Spring semester instead of during the Fall semester. The programs scheduled for review in 2022-2023 will begin in February and last a year. The programs being reviewed for the 2022-2023 school year are B.A. and M.A. in English, B.S. in Meteorology, and B.A. in Modern and Classical Languages and Literature. Dr. Coleman also stated that he will reach out to Ms. Naima Wells about contacting the department Chairs that are currently working on program reviews for the 2021-2022 school year.
11. Dr. Coleman spoke about the annual assessment and SACSCOC review. He stated that three consecutive years of program assessment will be reviewed by SACSCOC. They are 2018-2019, 2019-2020, and 2020-2021. He said that the College of Arts and Sciences reports are in good shape overall, according to the Office of Institutional Effectiveness. Dr. Wierzbicki asked the Chairs to work on submitting, as soon as possible, the documentation for their part-time faculty members that have been requested by Academic Affairs for accreditation purposes.
12. Dr. Loomis went over details regarding the 2022 tailgating season (handouts). The Dean's Office will provide the tent, supplies, and drinks. Departments are only asked to provide the food. He asked the Chairs to let him know which date that their department would like to participate.
13. Fall Convocation and the Week of Welcome were discussed (handouts). Department open houses will be held on August 15, 2022, from 1:00 p.m. - 3:00 p.m., and the College Ice Cream Social will be from 2:00 p.m. – 3:30 p.m. Dr. Loomis thanked the departments that are hosting for the Fall Convocation.
14. Dr. Loomis spoke about the Arts and Sciences new faculty orientation. The orientation for A&S will be held at 6:00 p.m. on August 16, 2022. He asked that the names and email addresses of all incoming full-time and part-time faculty be sent to him ahead of the orientation. He stressed the importance of new faculty attending this event. He explained that there is material that is covered that is not typically covered during the new faculty orientation held by Academic Affairs.
15. Dr. Loomis reminded Chairs of the deadline for sabbatical requests (handouts). Proposals must be received by the Chairs by September 15, 2022.
16. Tenure and promotion dates and deadlines were discussed by Dr. Loomis (handouts).
17. Dr. Loomis talked about the revision of tenure and promotion Chair's letters to external reviewers (handouts). He gave draft examples for new letters. He stated that if the Chairs have a preference, they can email him, and he will share the draft that has the most votes or they can email him drafted revisions that they would like to submit.
18. Dr. Loomis went over the summer orientation advising reminders and schedule (handouts). He mentioned that Dr. Crystal Thomas will facilitate transfer orientations for Arts and Sciences in coordination with AATS. Dr. Wierzbicki asked Chairs to make every effort with their faculty to make a very welcoming environment for the students.
19. There was no other business.