

Approved Minutes

Chairs' Meeting via Zoom
Thursday, February 17, 2022

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

Guest: Dr. Kip Franklin (Sitting in for Dr. Laura Moore)

Absent: Dr. Laura Moore

1. The minutes of the November 18, 2021, Chairs' Meeting were approved.
2. Dr. Kevin Meeker introduced his class schedule proposal. He heard that other universities have had success with a M-W/T-TR class schedule. He also believes that it could help with enrollment. Dr. Madhuri Mulekar agreed that changing to this kind of schedule could be beneficial for instructors and students. Dr. Sytske Kimball expressed concern over having enough classrooms to schedule two-day a week classes. Dr. Ellen Harrington expressed the same concern. Dr. Susan McCready was concerned about only meeting two days a week for language classes and offered the suggestion that foreign language classes could be held M-TR so that the language requirement could be completed in one semester instead of two semesters. Dr. Wierzbicki stated that student attention spans and homework being due on the next day of class could be an issue for 75-minute classes. Dr. Lars Tatom brought up the point of the "green" aspect of power savings being beneficial for the university. Dr. Jason Coym stated that scheduling labs would be a concern. Dr. Kip Franklin mentioned that not holding classes on Fridays could affect ensemble type courses such as marching band. Dr. Philip Habel reminded everyone that Fridays could still be used for internships, meetings, etc. and that only principle courses would be held on M-W/T-TR. He then shared his screen to display a chart of room usage in the Humanities building and that the issue of a room shortage should not be the case. Dr. Timothy Sherman added that although scheduling labs could be a concern, he believed that adding after hours classes could be beneficial. Dr. Jack Shelley-Tremblay stated that the Psychology department faculty is in support of a M-W/T-TR class schedule. Dr. Wierzbicki suggested presenting this proposal to the Faculty Senate and Dr. Eric Loomis agreed with his suggestion. Dr. Justin Sanders asked if the majority of the Chairs were for or against this proposal. Dr. Wierzbicki stated that he would have to be sold on this idea in order to present it to the Council of Academic Deans and would need more information.
3. The budget update, as of January 31, 2022, was reviewed (handouts). Dr. Wierzbicki mentioned that the salary budget issues for certain departments has still not been rectified by the Business Office and he will ask Ms. Krista McCreery to look into it further. He then stated the total holdings for the college totaled \$3,212,411. This is an increase of \$711,596 from this time last year. Supplemental funds have increased by \$33,000, overhead funds has increased by 46,000, professorship has increased by \$67,000, start-up funds have increased by \$441,000, and student fees have increased by \$123,928. He asked that student fees are used as intended for particular instructional purposes. Dr. Wierzbicki stated that the first installment of travel funds for the year has just been transferred in the amount of \$44,254, which is \$203 per faculty member. Another installment will occur around June 2022.
4. Spring 2022 enrollment for the university was 12,704 students which is a 1.22% decrease (handouts). Dr. Wierzbicki stated that the undergraduate headcount enrollment decreased by 1.73% and that the graduate headcount enrollment decreased by .32%. Credit hour production for the university decreased by 1.75%. Baldwin County's headcount enrollment decreased by 28.27%. The CAS lost 30 majors which is a decrease of 1.32%. Arts and Sciences credit hour production decreased by 661 which is only a 1% drop. The CAS produces about 44% of the university's credit hour production.
5. Dr. Wierzbicki went over the external funding update (handouts). We have received 19 awards compared to 11 awards last year. We have submitted 24 proposals compared to 37 submitted last year. So far, we have received \$6,883,085 for an increase of 5.982 million dollars. The college has \$28,000,000 in research funding. We have more

than 100 active grants and more than 50 projects with faculty supported funding. Dr. Wierzbicki stated that we are in the process of hiring a grants specialist to replace Ms. Jamie Kendall. The salary that is being offered by Human Resources has not been sufficient to successfully hire anyone at this point. We are working to have the salary increased. Ms. Lynne Chronister has agreed to allow us to pay a portion of the salary for Ms. Terri Lefeaux to assist us with existing post-award grants.

6. Dr. Wierzbicki discussed faculty contracts (handouts). Written notice of non-reappointment for 9-month faculty within the first year of service should be given at least three months in advance (February 9, 2022) of the last day of employment (May 13, 2022). In the second year of service, notice should be given at least six months in advance (November 12, 2021) of the last day of employment (May 13, 2022). After two or more years of service, notice should be given at least twelve months in advance (April 29, 2021) of the last day of employment (May 13, 2023). For 12-month faculty within the first year of service, notice should be given at least three months in advance (May 9, 2022) of the last day of employment (August 12, 2022). In the second year of service, notice should be given at least six months in advance (February 7, 2022) of the last day of employment (August 12, 2022). After two or more years of service, notice should be given at least twelve months in advance (April 29, 2022) of the last day of employment (August 12, 2023). Faculty reappointment letters will be due from our college by April 4, 2022 and will be distributed to faculty on May 2, 2022. These letters must then be signed and submitted to the Dean's Office by May 6, 2022.
7. OYO contracts expire on May 15, 2022. Renewals should be addressed internally by February 21, 2022. Dr. Wierzbicki stated that he will submit responses to Academic Affairs at the beginning of March.
8. Dr. Wierzbicki reminded the Chairs about the deadline for the submission of 2021-2022 FAR information (handouts). The period of accomplishment is to be from May 1, 2021 to April 30, 2022. Complete evaluations are to be printed and submitted to Ms. Cindy Roberts by Friday, April 22, 2022. Electronic copies are to be sent to Dr. Crystal Thomas by the same date. Signed copies of the narrative evaluation letter is due in the Dean's Office on Wednesday, April 6, 2022. The Annual Report Summary Information is to be emailed to Dr. Crystal Thomas by Friday, May 13, 2022. A check-off list has been included in the handouts for the Chairs' convenience.
9. Dr. Wierzbicki discussed the Maymester and Summer 2022 contracts. The deadline is Friday, March 18, 2022. Chairs were asked to please submit the list of full-time instructors teaching the May and Summer semesters to Ms. Krista McCreery. The list should include the instructor's name, the name of the course that they will be teaching, the number of credit/contact hours, and the part of the term that they will be teaching. No more than two courses can be taught by full-time faculty in the summer. If also teaching Maymester, the total can be no more than three courses. Chairs were reminded to be mindful of the number of courses that they schedule for the summer and to try not to overschedule.
10. Dr. Wierzbicki announced that The College of Arts and Sciences will host a Meet and Greet with the University President and Provost at 2:00 p.m. on Thursday, March 31, 2022. Dr. Wierzbicki stated that President Bonner would like to meet with the College Leadership (Deans and Department Chairs) ahead of the Meet and Greet. This meeting will consist of a question and answer session for about 45-minutes in the MacQueen Alumni Center Boardroom. Following the College Leadership session, the Meet and Greet will take place in the MacQueen Alumni Center Ballroom for 45-minutes with faculty and students. After which, there will be a final 30-minute session in the boardroom for the Faculty Senate to meet with President Bonner.
11. Dr. Coleman discussed Program Reviews. The plan is to begin program reviews in the spring semester and to conclude the reviews by the following May which would include the external reviewer coming in to look at the programs. The schedule of programs to be reviewed has changed by the Office of Institutional Effectiveness. This year, Anthropology, History, and Psychology will be reviewed. Next year, English, MCLL, and Meteorology will be reviewed. Institutional Effectiveness will contact the departments that are to be reviewed this year very soon to schedule a meeting to discuss how the reviews will be processed.
12. Dr. Coleman reminded the Chairs about the assessment update. He asked the Chairs to submit the assessment follow-ups by Monday, February 21, 2022.

13. Dr. Coleman talked about the 2022 South Fund Employee Campaign. He explained that this fund is a great way to increase endowment of existing scholarships or to create endowments for new scholarships. He stated that we are still getting matching contributions from the Moulton-Mitchell Scholarship Initiative for undergraduate scholarships. He thanked the Chairs for encouraging their faculty and staff to contribute. The deadline to contribute is Tuesday, March 22, 2022.
14. Dr. Coleman discussed Faculty Activity Reports. Each department's cumulative report is due on Friday, May 13, 2022. These reports will be a part of the college's annual report. He stated that items listed under peer-reviewed publications and peer-reviewed books should only include those that have been published or that have been accepted to be published. He then asked Chairs to be sure to have the total number of hours listed under sections 11a, 11b, and 13 of the FARs.
15. Dr. Loomis talked about the new student registration system and inactivating unused courses (handouts). He announced that the SouthScheduler system will no longer be used and that Ms. Kelly Taylor has prepared a guide to use while assisting students with registration. All active courses will now be listed in the course schedule. He asked Chairs to please consider inactivating any courses that will not be taught in the upcoming years.
16. Dr. Loomis went over the proposed revision to grade replacement policy (handouts). The handout lists the changes in this proposal and the highlighted items list the conditions for grade replacement. He asked that all feedback be provided by Tuesday, March 1, 2022.
17. Dr. Loomis thanked the Chairs for their support of the upcoming recruitment events. Department open houses will take place March 7-11, 2022. USA Day will be held Saturday, March 26, 2022 in the Mitchell Center and Jag Gym. He asked Chairs to plan to have representatives attend. On April 8, 2022, there will be a North Alabama Takeover event on campus and on April 22, 2022 there will be a Homeschool Takeover event on campus. No department representation will be required for those two events.
18. Advising Holds and Advising Resources were discussed (handouts). Dr. Loomis stated that the AA advising hold currently will not block registration and asked if the Chairs would want to request that this be changed. All Chairs requested that the change be made. A link to the advising handbook resource for all advisors is included in the handout.
19. Dr. Loomis reminded the Chairs of the Annual/Mid-Probationary Reviews (handouts). Annual reviews for probationary faculty who are not up for mid-tenure review or tenure review are due in the Dean's Office by Wednesday, April 6, 2022. Mid-Probationary reviews are due in the Dean's Office by Friday, March 11, 2022. Dr. Loomis mentioned to the Chairs that the new name for Digital Measures is now Watermark.
20. Dr. Loomis stated that revision #2 for the 2021-2022 Bulletin is due Tuesday, February 22, 2022. He reminded the Chairs that he sent out a template for Bachelor's degrees on January 25, 2022. This only affects BA/BS degrees.
21. Dr. Wierzbicki reminded the Chairs about the upcoming Spring 2022 Commencement, which will be a University-wide event, including pomp and circumstance. The A&S Commencement will be held on Saturday, May 7, 2022 at 10:00 a.m. Dr. Wierzbicki asked the Chairs to attend the event and to encourage their faculty to also attend.
22. There was no other business.