

In Attendance: LT Goode, Dr. Sherman, Dr. Forbes, Dr. Aucoin, Dr. Tatom, Dr. Kimball, Dr. Trout, Dr. ter Horst, Dr. Messenger, Dr. Lehrter, Dr. Mulekar, MSG Dumond, Dr. Gruner, Dr. Meeker, Dr. Sanders, Dr. Hussain, Dr. Turner, Dr. Hanks, Ms. Fitzsimmons, Dr. Loomis, Dr. Coleman, Dr. Wierzbicki

Absent: LTC Lamont, Dr. Powers, LTC Morris, Dr. Habel

Guests: Dr. Kim Littlefield, Ms. Lynne Chronister

Dr. Wierzbicki announced the appointment of Dr. Lisa Turner as Interim Chair of Psychology. Dr. Jack Shelley-Tremblay has been appointed Chair of the Department of Psychology, effective August 15, 2018.

1. The minutes of the November 30, 2017, Chairs' Meeting were approved.
2. Dr. Wierzbicki distributed the sponsored activity report. Arts & Sciences faculty members have submitted 44 grant proposals, and 20 have been funded for a total of \$732,167 YTD. Chairs were asked to continue encouraging faculty members to submit grant proposals to increase external support for the College. Faculty should work with Ms. Charlene Lamonte on grant budgets. The NSF meeting in Birmingham was cancelled due to severe weather conditions and has been rescheduled for May 1, 2018. Faculty interested in attending this meeting should contact Dr. Wierzbicki or Dr. Clive Woods, Associate Dean in the College of Engineering. Ms. Lynne Chronister updated Chairs on sponsored activity for departments and the college. Proposals and awards are down from previous years. Dr. Kim Littlefield informed Chairs of internal funding programs sponsored by the Office of Research and Economic Development (ORED). There was discussion on return on grant investment calculations, lack of data submitted by faculty, and NSF research and education missions. Dr. Wierzbicki will meet with science Chairs to discuss possible initiatives to revitalize grant writing support.
3. The University had a 6.76% decrease in enrollment for the spring 2018 semester when compared to spring 2017. The College had a 7.64% decrease in undergraduate enrollment and a 3.16% decrease in undergraduate credit hour production. There was a 4.48% decrease in graduate enrollment and a decrease of 7.58% in graduate credit hour production. Chairs received enrollment reports for review. There was discussion about enrollment at the Baldwin County campus.
4. Chairs reviewed the estimated budget status as of January 31, 2018. Departments have \$678,580 in student fees. Chairs were urged to spend funds wisely in ways that benefit students: for example, on computers and classroom equipment. The College received only \$978,000 in summer revenue for the 2017 summer semester, which is a decrease from the previous summer. It will be hard to estimate 2018 summer revenues as Pell grants will be available for summer, but overall enrollment has decreased. The College now has 265 full-time faculty, which includes 19 one-year-only faculty members and the five faculty members the Department of Mathematics and Statistics acquired from Developmental Studies. The College is losing many part-time instructors. Additional faculty hiring greatly affects budget cuts, which are estimated at \$1,817,880 for the 2018 FY.
5. Dr. Wierzbicki reminded Chairs of the remaining program reviews for the 2017-18 academic degree program review cycle. Chairs discussed results of program reviews.
6. Dr. Wierzbicki distributed an email from Dr. Johnson with deadlines for notifying 9-month and 12-month non-tenured faculty of non-reappointment. The Dean's Office will prepare and distribute reappointment contracts to non-tenured faculty on April 27, 2018. Signed contracts are to be returned to the Dean's Office by May 4, 2018.
7. Dr. Wierzbicki shared Faculty Activity Report deadlines with Chairs. Printed copies of FARs, completed Affirmative Action Evaluation Forms for each faculty member, and student evaluations that are not available on Sakai are due to Ms. Krista Foley on April 27, 2018. Electronic copies of FARs in Microsoft Word should be sent to Dr. Crystal Thomas. Signed copies of the narrative evaluation letters for tenure-track faculty members are due on April 10, 2018. Department summary information for the Annual Report is due May 18, 2018, and it should be emailed to Dr. Thomas.

8. A list of all 9-month, full-time faculty who will be teaching during the May and summer semesters, including assigned courses, part of term, and credit/contact hours paid, is due from all departments by March 23, 2018. The 2017 Maymester generated little money for the College. Chairs were asked to manage full-time faculty loads for the Maymester and summer semester by looking at previous patterns when responding to students' needs for summer courses. Chairs should contact Dr. Wierzbicki to discuss the rehiring or terminating OYO faculty. Full-time faculty members are allowed to teach two courses during the summer and one additional course (up to four credit/contact hours) during Maymester. Alternative contracts will be issued to faculty members for courses that do not produce revenues to cover faculty salaries.
9. Chairs were reminded that annual reviews for all probationary faculty members must be signed by faculty members and submitted to the Dean's Office by April 10, 2018. Mid-probationary reviews for probationary faculty members must be signed by faculty and submitted to the Dean's Office by March 16, 2018.
10. A new Directed Studies Award Program was announced by Dr. Wierzbicki. Chairs will submit a request to reward faculty for their participation in Directed Studies. There will be four \$1,500 professional developmental awards for faculty who have distinguished themselves in teaching multiple Directed Studies. This spring, the College funded 14 out of 31 submitted Summer Development Award proposals and 6 out of 11 submitted Support and Development Award proposals. Faculty Awards increased to \$1,500, and the Dean's Lecturer award increased to \$2,500. Dr. Phil Carr was appointed as General Education Coordinator. Starting this fall, the College will fund a Gen Ed Award for \$1,500. Also, a new policy on Team Teaching was announced by Dr. Wierzbicki, where faculty who teach a course together, over a cycle based on their time contributions, will receive credit at the end of the completed cycle. Chairs must approve the request for team teaching prior to faculty teaching the course.
11. Dr. Coleman shared the TracDat Report update with Chairs. At least 50% of the results need to be designated for Action Planning. Chairs are to review Use of Results on Action Planning and be sure they indicate a concrete strategy for improvement. Follow ups for assessments should be completed prior to spring break.
12. The Employee Annual Fund is now known as SOUTHFUND. Donations to undergraduate scholarships are matched dollar for dollar. Each department representative should talk with faculty and staff members about making a contribution.
13. Dr. Coleman asked Chairs to review FARs to ensure that faculty report appropriate information. There is now a place for faculty to enter information about serving as a reviewer for peer-review journals. There was discussion about making the changes available in Digital Measures.
14. Dr. Loomis discussed probationary student advising with Chairs. Students on probation have a mandatory advising hold that should only be removed after the student has been advised by her/his faculty advisor. Dr. Loomis will send a list of probationary students to Chairs. SSC Campus is a great tool for contacting students.
15. Dr. Loomis shared upcoming Bulletin deadlines with Chairs.
16. Dr. Loomis announced that course waitlists in PAWS have not changed since last year. The Registrar's office is not ready to do labs and co-requisites for waitlists. South Scheduler in PAWS will offer a quick glance at a section and show seating availability along with other useful information. Students are required to get on waitlists.
17. Dr. Loomis reported that according to federal requirements, all department website pages, as well as all documents uploaded to department website pages, must be Americans with Disability Act compliant. One representative from each department, preferably the department webmaster, must attend training in March.
18. Dr. Loomis reminded Chairs of the upcoming USA Day on March 3, 2018.
19. Dr. Loomis shared updated information about UniCAS. The new graduate student enrollment platform is an excellent recruitment tool that has the potential to help us increase enrollments, as it gives graduate coordinators the ability to see applications in progress and communicate with applicants during the application process.
20. Dr. Wierzbicki reminded Chairs that all faculty members should attend Spring Commencement at 9:30 a.m. on May 5, 2018.