

In Attendance: Dr. Kimball, Dr. Sherman, Ms. Fitzsimmons, Dr. Coym, Dr. Ward, Dr. Tatom, Dr. Trout, Dr. Messenger, Dr. Powers, Dr. Mulekar, Dr. ter Horst, Dr. Moore, Dr. Meeker, Dr. Sanders, Dr. Habel, Dr. Hill, Dr. Hanks, Dr. Loomis, Dr. Coleman, Dr. Wierzbicki

Absent: LTC Tukes, LTC Vaughn, Dr. Shelley-Tremblay

Guests: Ms. Amber Day, Dr. Angela Coleman, Dr. Phil Carr

1. The minutes of the November 21, 2019, Chairs' Meeting were approved.
2. Dr. Phil Carr, Professor of Anthropology, discussed CAS General Education policy and practices. Chairs reviewed handouts as Dr. Carr proposed the implementation of a CAS Gen Ed Committee and USA Task Force for Gen Ed Revision. Chairs were asked to send nominations to Dr. Loomis by February 27, 2020.
3. Dr. Wierzbicki distributed the academic degree program review. Dr. Angela Coleman, Associate VP of the Office of Institutional Effectiveness, discussed program review processes and restructuring timelines.
4. Dr. Wierzbicki announced the termination of Class Climate on April 30, 2020. Dr. Angela Coleman mentioned that all student evaluations will be archived. Chairs were encouraged to download faculty data. Survey data in Class Climate must be downloaded prior to April 30, or it will be lost.
5. The University had a 2.86% decrease in enrollment for the Spring 2020 semester when compared to Spring 2019. The College had a 10.14% decrease in undergraduate enrollment and a 9.69% decrease in undergraduate credit hour production. There was an 19.21% gain in graduate enrollment. Chairs received enrollment reports for review.
6. Chairs reviewed the estimated budget as of January 31, 2020. Dr. Wierzbicki announced that the second portion of travel money was transferred to departments. All distance learning fees will be held pending the budget situation. Departments have approximately \$2.7 million in reserve funds. A hiring freeze is in place due to budget cuts and lower enrollment.
7. Dr. Wierzbicki distributed the sponsored activity report. Arts and Sciences faculty members have submitted 22 grant proposals, and 9 have been funded for a total of \$971,798 in FY2020. Dr. Messenger announced two grants in History that were not included in the report. Chairs were asked to continue encouraging faculty members to submit grant proposals to increase external research support for the College.
8. 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 May 1, 2020. Signed contracts are to be returned to the Dean's Office by May 8, 2020.
9. Chairs reviewed the proposed Policy on Foreign Influence and responsibilities regarding reporting and disclosure requirements.
10. Dr. Wierzbicki announced the termination of Sakai and migration to Canvas. All faculty will need to complete Canvas Fundamentals training. All courses will be live in Canvas for Fall 2020. Faculty who wish to teach their Summer 2020 courses in Canvas are asked to contact ILC for further information.
11. 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 McCreery on April 24, 2020. 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 7, 2020. Department summary information for the Annual Report is due May 15, 2020, and it should be emailed to Dr. Thomas.

12. A list of all 9-month, full-time faculty who will be teaching during the May and Summer semesters, including assigned course and section number(s), part of term, and credit/contact hours paid, is due from all departments by March 20, 2020. May semester generated little money for the College. Chairs were asked to manage full-time faculty loads for May and summer semesters by looking at previous patterns when responding to students' needs for summer courses. Full-time faculty members are allowed to teach no more than two courses during the summer and one additional course (up to four credit/contact hours) during May semester. Alternative contracts will be issued to faculty members for courses that do not produce sufficient revenues to cover faculty salaries. Chairs were asked to optimize summer revenues by taking into account faculty salary versus enrollment.
13. Dr. Coleman shared the TracDat Report update with Chairs. Ms. Cara Mia Braswell has reviewed all assessments that were submitted in August and will send TracDat analysis to Chairs. Follow ups for assessments should be completed prior to spring break.
14. Dr. Coleman discussed research expectations for reassigned times with Chairs. Faculty with low research productivity will receive a letter. If productivity does not increase, there will be a reduction in reassigned time and increase in teaching load by one course.
15. The SOUTHFUND campaign is currently underway. Donations to undergraduate scholarships are matched dollar for dollar. Each department representative should talk with faculty and staff members about making a contribution.
16. Dr. Coleman asked Chairs to review FARs to ensure that faculty report appropriate information in the proper format.
17. Dr. Loomis discussed considering revisions to the CAS Transient Credit Policy. Chairs shared their questions and concerns regarding issues with the current policy and proposed revisions. STARS will revisit in June.
18. Dr. Loomis shared STARS reports with Chairs. Chairs were urged to provide a high quality package and to log departmental outreach to students. Graduate coordinators need to follow up with students.
19. Chairs were reminded of the mid-probationary review policy and deadline. Chairs should remember to meet with the candidate and discuss the results of the departmental review with them prior to the March 13 deadline. Chairs should also have the candidate sign a copy of the chair's own summary to indicate receipt of the chair's report as well as a copy of the written report submitted by the mid-probationary review committee. The signed copies of these reports should be included in the electronic submission to the Dean's office. Annual reviews are due on April 7, 2020.
20. Ms. Amber Day, Assistant Director of Marketing for the College, shared USA branding guidelines with Chairs.
21. Dr. Loomis shared upcoming deadlines and format changes to the 2020-21 Bulletin. Bulletin templates are to be used for all undergraduate majors, major concentrations, and degree plans.
22. Dr. Kevin Meeker proposed to change class meeting times to MW and TR. There was discussion on pros and cons of changing class meeting times.
23. Dr. Wierzbicki distributed the schedule of events for Spring 2020 Commencement Weekend. Full University Commencement is May 8, 2020. CAS Commencement is May 9, 2020.