

Chairs' Meeting
Harriot College of Arts and Sciences
East Carolina University

Minutes

3:00 PM, Thursday, February 22, 2007
Sparrow Conference Room, 1006 Bate Building

Call to Order and Welcome Dean White called the meeting to order and welcomed everyone.
Absent: Ron Mitchelson (GEOG), Lee Maril (SOC).

Guests – Bill Clark, Diane Mahoney, Jon Lancaster and Vicky Morris presented an overview of the ECU Foundation and addresses questions and issues related to Foundation accounts.

Approval of Minutes The minutes of 2/8/07 were approved with corrections.

Announcements

- Denise Miller updated everyone on the college meeting with the departmental lead administrative assistants. There was a general discussion on Career Banding that followed.
- Electronic access to grant accounts by PIs is problematic in some departments due to the manner in which access is granted. It is up to each Chair's discretion on a case-by-case basis to determine how access will be granted.
- The March 8, 2007 Chairs' meeting is cancelled.
- Mike Brown addressed work being done on the Teacher Education Recruitment Project.

Old Business

Chair search updates: Political Science – the top finalist is on campus February 22 and 23 for a second visit. Mathematics – the nominating committee forwarded two names to the Dean as acceptable candidates. He will soon be initiating contact with his top choice. Biology – there will be three candidates on campus during the next two weeks.

Dean White is chairing the search for a Dean in the College of Education. There will be five candidates coming for on-campus interviews during March.

Todd Berry advised the chairs to keep in mind the upcoming spend-down dates for the end of the fiscal year. Be sure to keep a close eye on account balances.

A revised Policy for Multiple-Year Fixed Term Contracts was presented. There was discussion and motion to approve. The revised policy was unanimously approved. Dean White advised each department to create a staffing plan and present case-by-case justification for requests for multiple-year contracts.

Larry Bolen discussed Integrated Planning. There is flexibility in developing the college plan but a quick turnaround is required. A copy of the draft format for the College plan was distributed. There is no standard format required for the departments, however, each department must have a vision statement and mission statement. Research and enrollment must be addressed at some point during this process. Chairs should regularly seek input from faculty.

Dean White distributed materials and a timeline for the Post-Tenure Review Policy Revision Process. There was discussion and Dean White said he would pass on any concerns submitted to him.

Larry Bolen gave an update on the Centennial Celebration on March 8. 1) Harriot College and Joyner Library are on the agenda to present the deBry book to Chancellor Ballard at the Chancellor's Forum on Service. 2) Any requests for special funds for Centennial special events must be routed through department chairs and the Dean. 3) Be sure to send notice of events or event changes to Larry Bolen as soon as they are scheduled.

Mike Brown distributed a Banner Q&A handout and a copy of the student Banner brochure. He volunteered to set up an informational Banner meeting if requested.

New Business

Mike Brown distributed a copy of the HCAS section of the Intended Majors booklet. Chairs were asked to review their sections and report and corrections to him.

Larry Bolen advised everyone that ECU will soon commence work on the SACS Assessment.

There being no further business, the meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Denise Miller
Executive Assistant
Harriot College of Arts and Sciences