

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

Minutes

3:00 PM, Thursday, March 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), Kathleen Row (PSY) and Larry Bolen (HCAS).

Approval of Minutes The minutes of 2/22/07 were approved as distributed.

Announcements

- Information was distributed on this year's UNC Leadership Institutes for Department Chairs. Anyone interested should send the application form to Denise Miller by March 28.
- The April 5 Chairs' meeting is cancelled.

Old Business

Chair search updates: Political Science – the second finalist is on campus for a second visit. Mathematics – the Dean is currently in negotiations with the top finalist. Biology – the recommendation of the Nominating Committee will be sent to the Dean soon. Dean White thanked everyone for their participation and input in this year's Chair search process.

Todd Berry reported that the last round of non-continuing funds should be coming out next week.

Dean White reported that the deadline for submitting the College Integrated Planning document to Academic Affairs is April 16. Drafts will be sent out as soon as available.

New Business

Dean White reported on discussion in Academic Deans and Directors about Banner issues related to Graduate School applications. Graduate Directors can be given electronic access to applicant files but will be required to complete Banner training. In the interim the recommendation is to go to the Graduate School to pick up applications.

Dean White opened for discussion the issue of Chair job descriptions. There is a document entitled, "Responsibilities of the Department Chair," which was approved by the College of Arts and Sciences Chairs in 1991. Some departments have specific expectations of the chair in the unit code. Dean White expressed his interest in every Chair creating an individualized job description for their department.

Dean White also invited input on his performance from the Chairs. Several Chairs expressed interest in the Dean submitting to them his job description.

There was lengthy discussion regarding the manner in which the Foundation handles funds and communication of transactions. All expressed a strong desire for transparency in Foundation practices and to learn about the integrity of their system.

There being no further business, the meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Denise Miller
Executive Assistant
Harriot College of Arts and Sciences