

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

Minutes

3:00 P.M., Thursday, September 4, 2008  
Sparrow Conference Room, 1006 Bate Building

Call to Order and Welcome: Dean White called the meeting to order and welcomed everyone, with a special welcome for each of the new chairs, Jeff McKinnon (BIO), Marieke Van Willigen (SOC) and Tom McConnell (MATH). Absent: Cindy Putnam-Evans (HCAS). All present introduced themselves to the group.

Approval of Minutes: The minutes of 4/17/08 were approved as distributed.

Announcements:

Dean White announced that:

- There will be no proxies at Chairs' meetings.
- If you are not able to attend a Chairs' meeting, email Denise Miller.
- Emails he sends to Chairs should not be forwarded without approval.
- For appointment and calendar requests to the Dean, always copy Denise Miller.
- If you are planning to be out of town, please email Denise Miller to advise her of the dates you will be gone and who will serve as acting chair in your absence.
- All personnel paperwork must go through the Dean's office.
- It is imperative that confidentiality in personnel matters be adhered to at all times.
- Do not distribute personnel documents via email.
- Chairs should meet with their faculty, in particular new faculty, early in the fall semester.
- Chairs' Retreat will be January 22-23, 2009 at the Trinity Center.

Mike Brown reminded everyone of the various teaching award deadlines and the NEH Summer Stipend nomination deadline. He gave a brief overview of the processes. He also distributed a handout with the names of departmental representatives to the HCAS Curriculum Committee and the dates of this year's meetings.

Dr. Brown announced that the fall FaculTea will be held on October 30 at Joyner Library.

Dr. Brown asked all chairs to submit their F&A reports and teaching load reports to Dr. Putnam-Evans.

Gregg Hecimovich reviewed the processes and timelines for Promotion & Tenure. He announced that March 6, 2009 is the deadline for faculty members to request promotion or early conferral of tenure. The New Faculty Promotion and Tenure Workshop will be held on September 16 from 4-6pm in Flanagan 265.

Lacey Gray informed the group of the ability to list faculty in the ECU Experts Directory through the News Bureau. For each faculty member who wants to be listed, send Lacey the person's name, title, phone number and email address, as well as their area of expertise. ECU is also creating an ECU YouTube site. Video submissions are welcome. Send your video to Lacey on a CD labeled with the event title, name(s), date, location and purpose.

Dean White announced the latest enrollment number of 27,664 (as of 1pm on 9/3/08). This number includes 4500+ first-year first-time students and 1800 transfer students.

**Old Business:**

George Bailey informed the group that the UNC Tomorrow Phase II response is being worked on by Dr. Mageean's group. One item of particular interest is ECU's commitment to provide support for applied research. Ron Mitchelson chairs the committee addressing this.

George also noted that the Outcomes Assessment procedures document that chairs have received from the dean initiates the new, ongoing outcomes assessment for improvement process. There was a lengthy discussion on Outcomes Assessment. What has to be reported this Fall and the deadlines are covered in the document Chairs received from the dean. For each degree program, outcomes assessment is required for three learning outcomes, one administrative outcome and one strategic planning outcome. (There is no difference between a strategic planning outcome and an administrative outcome.) If you do Foundations courses, one learning outcome assessment must address a Foundations goal. Send the names of your department Outcomes Assessment committee members and chair to George and to David Weismiller by October 1st. Your initial report is due to the dean October 15th. This report goes from the dean to the University Outcomes Assessment Committee for review. You will implement the actions described in your report at the end of this term.

Send any questions you have on this to George Bailey.

Larry Bolen announced the Harriot College Centennial Reception will be held on September 24 at 5:00 pm. All department chairs are strongly encouraged to attend.

**New Business:**

George Bailey issued a request for unused textbooks for both introductory courses and for discipline specific books for upper level courses. Richard Miller received funding to develop web-based Stand Alone Critical Thinking Models and needs any available textbooks.

Scott Wells announced changes in the Annual Giving Fund schedule. Call will be made beginning in September and October instead of waiting until the spring semester.

Dean White led a brief discussion on the issue of mentors for new chairs. A suggestion was made that it might be useful to compile a notebook of past data and reports for chairs.

There will be only one chair search this year. Dr. Ron Mitchelson, Geography, is stepping down at the end of this academic year. Dr. Kathleen Row will chair the nominating committee.

Dean White asked for volunteers to serve on this year's retreat planning committee. Larry Bolen, Brad Lockerbie and Marieke Van Willigen will assist Gregg Hecimovich.

Dean White ended the meeting by discussing the recent permanent budget cut to the college of .42%. The colleges had been asked to prepare scenarios for a .5%, a 1.0% and a 2.0% cut. The final cut of .42% was assessed to the departments as a 10% operating budget cut. The college also took a 10% cut to its operating budget. He also warned that we must be prepared for the very likely possibility of a mid-year budget cut of somewhere between 2% and 4%. This cut would probably not be a permanent budget cut. He also discussed the budget requests ECU submitted to GA and the State for 09-10 and 10-11.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,  
Denise Miller  
Senior Executive Assistant  
Harriot College of Arts and Sciences