

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

Minutes

3:00 P.M., Thursday, September 18, 2008
Sparrow Conference Room, 1006 Bate Building

Call to Order and Welcome: Dean White called the meeting to order and welcomed everyone.

Absent: Lacey Gray (HCAS).

Mike Brown introduced Elizabeth Hand Coghill, director of the Pirate Tutoring Center. She talked about the partnerships the Center has entered into and the steps being taken to get the word out to the students on the available tutoring assistance. The Center needs tutors and asked the chairs to help enlist juniors and seniors in their discipline to consider tutoring. They especially need tutors in Chemistry, Biology and Mathematics. Ms. Coghill also stressed the need for the syllabi and exam schedules from foundation courses. Having those schedules will allow the Center to anticipate peak demand times and have enough tutors available.

Approval of Minutes: The minutes of 9/4/08 were approved with two corrections.

Announcements:

Cindy Putnam-Evans announced that the Office of the Vice Chancellor for Research has halted awarding any additional start-up funds for the remainder of this fiscal year.

George Bailey informed the group that the revision of post tenure review policy and hiring, reappointment, promotion and tenure policies and grievance procedures to bring ECU's policies into conformance with the changes to the UNC Code has been mandated. This process generally takes up to two years but must be completed by March 1, 2009.

Mike Brown reminded everyone about the FaculTea on October 30. Please encourage your faculty to attend. He also distributed a handout on the VCAA Scholar-Teacher Award nominating process. The deadline is November 15.

Mike Brown also announced that Academic Difficulty Reports are now done through One Stop. The process is geared toward getting help to the students that need it.

Dean White talked about the push from the Provost to enforce ECU's final exam policy. It was suggested that the Dean simply instruct the chairs to enforce the policy without setting additional parameters.

The fall Dean's Forum will be on October 21 and will be on the topic of assessment. It is now clear that assessment is here to stay and as a college we need to address the issue in earnest.

Old Business:

Dean White discussed the email that he sent to faculty in the college informing them of the process that was followed in determining how to distribute the recent .42% permanent budget cut. He announced that an official statement is forthcoming on the error made in the ECU budget submitted to GA for 2009-10 and 2010-11.

George Bailey asked the chairs to send the names of their assessment committee chairs, and committee members if available, to both Dean White and him. He then discussed some ideas to aid in setting the departmental assessment outcomes. He also mentioned that he has created an "all plans" document that he will make available to the chairs when it's complete.

Larry Bolen reviewed the campus vacant office space numbers. There are offices available in Umstead but they effectively became available too late. Units couldn't wait and made their own alternate

arrangements. He stressed how important it is not to make any office or lab promises for space for which chairs do not currently have officially assigned to their department. There is no lab space available. He also emphasized how important it is for chairs to put in an immediate request for space when assigned a new position.

Dr. Bolen requested that each chair submit to him their department directory listing all faculty staff and graduate teaching assistants that occupy a physical space on campus. The Provost has asked for a “net faculty increase” from last year to this year.

New Business:

Cindy Putnam-Evans distributed Return on Investment data. Overall, as a college, we are doing well. She did, however, say that grant funding has been staying relatively “flat.” One of the chairs pointed out that Federal support for research is also staying constant and grants are increasingly difficult to receive.

Dr. Putnam-Evans also spoke about the grant clearing accounts which were set up for each college by Grants & Contracts. When grants expire with funds still in them, the remaining money is put into the college’s grant clearing account. It is expected that this account will not only absorb the overages but also the deficits. The policy in HCAS has always been to return the overage to the PI whenever possible.

Dr. Brown discussed the Academic Support funding issue. Dean White has met with the Provost who is on board to help us solve the problem. Academic support funding has traditionally used to support tutoring and other student academic assistance for students in foundation courses. Although HCAS could use college funding to support these activities, since they directly relate to foundations coursework it seems logical for Academic Affairs to continue to fund the services.

Todd Berry announced that allocations for spring distance education will be coming soon. Dean White announced that we should also learn about new position allocations soon. Harriot College did very well in SCH production in both areas of on-campus and DE.

Dr. Bolen gave one last reminder of the Centennial Reception on Wednesday, September 24.

The meeting adjourned at 5:05 p.m.

Respectfully submitted,
Denise Miller
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Harriot College of Arts and Sciences