

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

Minutes

3:00 P.M., Thursday, October 16, 2008  
Sparrow Conference Room, 1006 Bate Building

**Call to Order and Welcome:** Dean White called the meeting to order and welcomed everyone.  
Absent: Jeff McKinnon (BIOL), Rick Ericson (ECON), Ron Mitchelson (GEOG), Heather Ries (HCAS).

Dean White started the meeting by presenting Harriot College medallions to Marieke Van Willigen and John Sutherland. Drs. Van Willigen and Sutherland were not able to attend the college Centennial Reception on September 24 at which others in the college were recognized for their contributions.

**Approval of Minutes:** The minutes of 9/18/08 were approved as distributed.

**Announcements:**

Mike Brown reminded everyone about the FaculTea on October 30.

Dr. Brown announced the upcoming Strategic Enrollment Forums and encouraged all chairs to attend. The purpose of the forums is to seek input from the campus community. A discussion ensued in which concerns were voiced. It was pointed out that a planned slow-down in growth is coming for the spring semester. Part of the strategy for the slow-down is to raise entrance requirements.

A handout on the Study Abroad Approval Process was distributed. Dr. Brown briefly reviewed the process and asked the chairs to disseminate the information to their faculty. All faculty proposals must be approved by the department chair and the dean's office.

Dr. Brown also distributed copies of the Final Exam Change Form. There was some discussion about what is expected of faculty as far as approving changes to final exam dates. It was stressed that no change is expected unless there is a compelling situation over which the student has no control.

Dean White announced that there is now an expectation that all units will have a 20% faculty participation rate at Commencement. He is leaving it up to the individual departments as to how they accomplish this goal. He also stressed that it is important that the departments in Harriot College comply.

The annual holiday dinner will be on Monday, December 8, at Rock Springs.

Cindy Putnam-Evans distributed an email from Kathie Hall. Contracts and Grants are requesting that faculty submit routing forms at least two weeks before their submission deadline.

Dr. Putnam-Evans also addressed the issue of F&A transfers from the college to the departments. These transfers are being done only once a month by the college but bills can be paid even if the money has not yet been transferred. The account may temporarily go into the red but the transfer will be made to clear the negative balance.

F&A funds can be used to support graduate student travel if the student is presenting at a conference. There is not a ban on student travel. F&A funds will also be used for special faculty travel. The college will be awarding set amounts to the departments for this purpose.

Given the fact that we are facing budget cuts, Dean White warned chairs to use caution when approving faculty travel requests and approve only essential travel.

**Old Business:**

Larry Bolen has received most of the departmental assessment plans. The plans will be vetted through the Dean's office and each plan will be given a status of 1) not acceptable, must be changed; 2) acceptable with small modifications; or 3) acceptable as submitted. Dr. Bolen stated that chairs and departments must be prepared to carry out their assessment plans and report on the results.

According to Dean White, the supplemental instruction funds haven't been transferred yet. He has discussed the issue with the Provost and stressed the college need for the funds. He made the case that the funds are really in support of the foundation level courses and that only a small portion of those students are majors in Harriot College. There was then discussion on the Pirate Tutoring Center and on tutoring of athletes.

In order for Dr. Bolen to better document college needs, he must collect more data. In particular, the numbers he needs by Monday are total body counts (persons occupying office space) in each unit. He requested two numbers, the first is the 2007 count and the second is the 2008 count. These numbers should include faculty, staff and graduate assistants who teach. He will distribute a second spreadsheet that lists all people working in each department. The spreadsheet must be completed by each chair listing very specific data on each person. This data will be helpful to the Dean when he must justify current expenditures and to request additional resources.

**New Business:**

Todd Berry informed the group that the college will begin pulling back to a central pool all the unused EPA salary money. This will allow the dean's office to more easily identify positions and funds when departments request additional teaching resources. There will be a process established for requesting back funds from the central pool.

Dean White attended a meeting on October 15 of the Deans and Executive Council with the Chancellor and Provost. The State has mandated a 2% budget cut and warned that an additional cut of between 2% and 6% will happen in July 2009. It is reported that the institution has identified funds to cover the cuts for the remainder of this fiscal year. The funds from new position allocations cannot be used for these budget cuts. Dean White reported that the new position allocations should be coming out soon and HCAS should fare well in this round of allocations.

Dean White asked the chairs make sure that faculty start-up funds are spent in a timely manner. He also advised the group that the computer rollout for this year will likely be delayed for a year.

The meeting adjourned at 5:15 p.m.

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