

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

Minutes

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

Call to Order and Welcome Dean White called the meeting to order and welcomed everyone. Absent: Rick Ericson (ECON), Lee Maril (SOC), Scott Wells and Leslie Worley (HCAS).

Approval of Minutes The minutes of 4/19/07 were approved as distributed.

Announcements

- Joyce Newman has resigned her position as Information Technology Consultant. The position will be assessed and advertised as soon as possible. If you have any feedback or suggestions, please let Dean White know.
- Mike Brown distributed a copy of the summer Orientation schedule.
- The May 17 Chairs' meeting is cancelled and a final meeting will be on May 31.
- Heather Ries announced we will have the needed funding for AY 07-08 for in- and out-of-state tuition for PhD remissions.

Old Business

Chair search updates: Political Science – Brad Lockerbie will begin work on July 1. Mathematics – this search has been unsuccessful and a determination will be made soon on how to proceed. Biology – Dean White is still in negotiations with the top candidate and also negotiating for a spousal hire. It will most likely be a January start date.

Todd Berry stressed that budget spent down should be completed soon and accounts are being closely monitored. Also, the 07-08 budgets are due May 14. Keep strategic planning priorities in mind when making budget requests.

Larry Bolen gave an update on the space policy and handed out a copy of the request form. He also asked that the college space committee be brought in early on any space requests.

New Business

Mike Brown distributed a copy of the new Policy on Disruptive Academic Behavior. This policy is expected to be approved by the Chancellor in time for implementation in the Fall.

He also addressed the fact that there have been several instances of course drop appeals on the basis of allegedly poor grading or poor teaching. The Student Appeals Committee is making an enhanced effort to return these appeals to the department level (to department chairs).

The Joint 2+2 Initiative (Science courses) Update was distributed. The UNC is looking for campuses to develop online sciences course. A database is being created to track science courses within the system. Science chairs are asked to share this with faculty members in your department. Mike Brown will also be sending out a request for faculty volunteers to participate in this project.

Dean White announced that all campus offices must maintain normal business hours of 8am to 5pm throughout the summer. Staff may be permitted to work flex schedules keeping in mind that they must fulfill a 40-hour work week and the office must be covered for both phone calls and walk-in traffic 8-5 Monday through Friday.

The administration is currently discussing a possible "Continuation of Instruction Plan." If a pandemic or natural disaster occurs in eastern North Carolina, is it possible to plan for a way to continue and complete a semester through online courses.

After a discussion on tenure and promotion criteria at all levels, Dean White stated that a review of the College Criteria for Permanent Tenure and Promotion document will be conducting during the fall semester.

The meeting was adjourned at 4:25 p.m.

Respectfully submitted,

Denise Miller
Executive Assistant
Harriot College of Arts and Sciences