

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

Minutes

3:00 P.M., Thursday, August 30, 2007
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, Brad Lockerbie (POLS), Gerry Prokopowicz (HIST) and Ronnie Smith (MATH). Absent: Steve Culver (GEOL).

Approval of Minutes: The minutes of 5/3/07 were approved as distributed.

Announcements:

Dean White announced that:

- Chairs' meetings will be biweekly and the alternating week will be staff meetings.
- There will be no proxies.
- Emails he sends to Chairs should not be forwarded without approval.
- In the spring, Chairs' meetings will be switched to opposite weeks.
- Congratulated Steve Culver on his appointment Interim Director of IICSP. He will serve as both Chair and Director this year.

Mike Brown requested that names of departmental representatives to the HCAS Curriculum Committee and University Curriculum Committee be sent to him. He indicated that the HCAS Curriculum Committee meetings will be held on Tuesdays this year.

Dr. Brown reminded everyone of the various teaching award deadlines, including the Scholar Teacher Award nominations which are due in November. He gave a brief overview of the application process.

Dr. Brown also distributed the new Faculty/Student Conflict Handbook which has been updated and includes a new policy for academic disruptive behavior. He announced there is also a student version being written.

Marieke VanWilligen reiterated processes related to the Promotion & Tenure timelines:

- External reviewers' letters must be in soon in accordance with the new timeline in Part XIII
- Requested all chairs to make departmental P&T committees aware of the new deadlines outlined in Part XIII
- Requested all chair make departmental P&T committees aware of the new requirement that they write a cumulative evaluation of each candidate. Reminded chairs that the committees' cumulative evaluations are separate from the chair's cumulative evaluation and are inserted after the committee recommendation has been submitted to the chair.

Old Business:

Dean White expressed his appreciation to all for their hard work given the short turn-around time for salary increase recommendations. The chairs requested that special thanks be noted in the minutes for Tina Moore's hard work in this process.

Todd Berry announced that the new fiscal year budgets should be out in the next couple of weeks. He also stated that start-up allocations should be showing up soon in departmental budgets.

Todd also asked each chair to notify him of any faculty searches being conducted this year so he can do the salary conversions for search expenses.

New Business:

Dean White spoke about the value of mentoring and he fully supports each new chair finding a mentor. He does not believe in assigning mentors as that is a relationship that is best established by the individuals involved.

Chairs Searches: English – there will not be a search for a new chair this year. The departmental code is currently being revised and a search will be conducted next year. Biology – this is a continuing search and the ad will be posted soon. Mathematics – this is also a continuing search and will be posted soon. Sociology – Dean White has met with the faculty to elect the members of the nominating committee and they will begin their work soon

Mike Palmer and Mike Brown volunteered to serve on the Chairs' Retreat Planning Committee and will recruit additional help as needed.

Scott Snyder spoke about the new Reappointment and Tenure/Promotion Calendar and the associated deadlines. He is currently drafting college guidelines regarding reduced probationary periods when hiring. He requested any input or comments on the draft.

Scott spoke highly of the capabilities of SEDONA and strongly encouraged chairs to promote this concept and system to their faculty. Currently, if a report on publications is requested from the College, we can not produce one. SEDONA is extremely user-friendly and will only help faculty, departments, the College, and East Carolina University.

A brief report on funded research was given. The value of Harriot College grants funded during 2006-2007 was \$5,694,000 (inclusive) and \$3,208,000 (exclusive).

Scott advised the group that a change in state policy regarding support for student travel may have a major impact on how we operate. Specifically, it may no longer be permissible to use state funds to support students traveling to meetings where they are presenting research results. Snyder handed out a flow chart depicting potential revenue sources (other than state funds) that we might use to support such travel. He also indicated that he would seek further clarification concerning this issue

Mike Brown distributed a proposed policy on providing travel funds for Distinguished Professors Emeriti. Please send any comments on the proposed policy to him.

The meeting adjourned at 5:20 p.m.

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