

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

Minutes

3:00 P.M., Thursday, September 27, 2007
Sparrow Conference Room, 1006 Bate Building

Call to Order and Welcome: Dean White called the meeting to order. Absent: Kathleen Row (PSYC), Scott Snyder, Scott Wells, Leslie Worley (HCAS).

Approval of Minutes: The minutes of 8/30/07 were approved as distributed.

Announcements:

- Dean White clarified that at the beginning of each academic year any faculty participating in any external activities for pay must complete the "External Professional Activities for Pay" form.
- Larry Bolen stressed that space records must be updated to accurately reflect current use of all space assigned to each department. He also briefed the group on a policy currently being drafted on effectively utilizing large classroom space.
- Dean White announced that Harriot College lapel pins and medallions are currently in production. He passed around examples of each.
- Dean White asked the Chairs to submit any examples of problems or issues with clarity of language in the ECU *Faculty Manual*.
- Mike Brown made several announcements. He reminded the group that the deadline for VCAA Scholar-Teacher nominations is November 1. He distributed a flyer from the Center for Faculty Excellence on scheduled Lunchtime Conversations on Teaching and Classroom Management. There will be a schedule coming soon for New Faculty Advisor Workshops. The last item was to inform everyone that beginning this academic year Undergraduate Research Awards will be given in both the fall and spring semesters.

Old Business:

A final draft of the Harriot College Reappointment and Tenure/Promotion Calendar was distributed. After brief discussion, there was a motion to approve. The vote was unanimous to approve the new calendar.

A final draft of the proposed Travel Reimbursement Policy for Harriot College of Arts and Sciences Distinguished Professor Emeritus/Emerita was distributed and discussed. There was a motion to approve the policy as distributed.

New Business:

Dean White acknowledged that his completion of the evaluation process has been slow and every effort will be made to correct that for next year.

Mike Brown distributed information on compensation/stipends in the college for those serving in such roles as program director or assistant/associate chair. There is currently a review being conducted in Academic Affairs at the request of the GA on the use of stipends.

Dean White made several personnel updates: 1) One last reminder that we are still accepting applications for our Associate Dean for Research opening. 2) He announced that we will have a

new Director of Marketing and Communications beginning on November 1. Her name is Lacey Gray and she is coming to ECU from the University of Oklahoma. 3) We are currently accepting applications for our Information Technology Consultant opening.

The issue of graduation recognition ceremonies was brought up. The Dean stressed that the ECU Commencement is the official graduation ceremony and any department level events should specifically be called recognition ceremonies. Commencement has been moved to Friday morning and any departmental events must be held after the ECU commencement.

The last item to be discussed was health insurance for PhD students. There is currently a plan in the works which would cover health insurance for all PhD students.

The meeting adjourned at 4:10 p.m.

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