

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

Minutes

3:00 P.M., Thursday, November 1, 2007
Sparrow Conference Room, 1006 Bate Building

Call to Order and Welcome: Dean White called the meeting to order. Absent: Mike Brown, Larry Bolen, Marieke Van Willigen (HCAS).

Introduction of LeAnne Ethridge, John Trofolo and Tara Honesty from the Advising Center. A synopsis was presented on the services provided by the Advising Center to students interested in or declared in majors in Harriot College. They informed the group that students can declare a major via an email generated by a faculty member in the department of their intended major. The email must contain the student's name, Banner ID, the major and minor concentration. There was a brief discussion indicating that anyone with a Banner issue should be directed to the Registrar's office. Finally, they requested that notifications about speakers, seminars, etc. be emailed to the Advising Center. The information can then be forwarded to all majors and intended majors.

Approval of Minutes: The minutes of 9/27/07 were approved as distributed.

Announcements:

- Dean White advised the group that all FSIL applications must be directed through the college office.
- The Chairs' Roast is on December 6 at 12pm at China 10.
- If an ECU web page needs to be updated with department specific information, the contact is Kevin Snyder
- Just a reminder that reappointment PADs are due to the Dean's office on November 6.

Old Business:

Scott Snyder spoke briefly on 1) the use of College F&A Funds and 2) page charges. He distributed handouts summarizing his comments on each issue.

Chair search updates: Biology – applications are in and screening begins today; Math – the search is in process; Sociology – applications are coming in and screening will begin Dec. 1.

New Business:

Leslie Worley discussed the weekly Gift Reports that departments receive. The format in which those reports are shared is not in a user friendly format. We are seeking ways to simplify the document to make it more user friendly.

The Dean reported on this year's position allocation process. We are waiting on the final distribution of positions.

The meeting adjourned at 5:10 p.m.

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