

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

Minutes

3:00 P.M., Thursday, November 15, 2007
Sparrow Conference Room, 1006 Bate Building

Call to Order and Welcome: Dean White called the meeting to order. Absent: Rick Ericson, (ECON), Ronnie Smith (MATH), Kathleen Row (PSYC), Lee Maril (SOC), Heather Ries (HCAS).

Approval of Minutes: The minutes of 11/1/07 were approved as distributed.

Announcements:

- Scott Wells reminded the chairs to always request an updated mailing list for all alumni mailings. She also stressed that keeping a shadow database is not a good idea as it can result in a large number of pieces being return by the USPS for incorrect addresses.
- Lacey Gray announced she is actively seeking appointments with all department chairs. She circulated a sign-up sheet to facilitate the process.
- The date for the Chairs' Roast is now Monday, December 10, 12noon at China 10.

Old Business:

An update on the ITC search was given. A number of well-qualified applicants have applied for the position. Phone interviews with be conducted soon with campus interviews to follow.

Mike Palmer reported that plans for the January Chairs' Retreat are progressing well. The topic for the Friday morning work session will be Undergraduate Education. The Provost will be attending and there was discussion on additional administrators to invite.

Chair Search updates: Biology – phone interviews are currently being conducted. Math – applications are being accepted. Sociology – there is a good pool of applicants and screening will begin on December 1.

The Dean spoke at length about the position allocation process conducted by Academic Affairs. Harriot College has been allocated with six new positions. Larry Bolen stressed that once a department is awarded a new position and the hire has been made the chair should immediately request office and lab space.

At 4:00 p.m. the group welcomed Marilyn Sheerer, Deirdre Mageean and David Weismiller. There was a lively and informative dialogue on a number of issues.

The meeting adjourned at 5:20 p.m.

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