

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

Minutes

3:00 P.M., Thursday, November 29, 2007  
Sparrow Conference Room, 1006 Bate Building

Call to Order and Welcome: Dean White called the meeting to order. Absent: Linda Wolfe (ANTH), Steve Culver (GEOSCI), John Sutherland, (PHYS).

Scott Wells introduced guest, Christy Deardorff, from the Office of University Development. She played an email solicitation video and explained the use and implementation of this tool in the ECU Annual Giving campaign.

Dean White then introduced and welcomed Cindy Putnam-Evans as the new Harriot College Associate Dean for Research.

Approval of Minutes: The minutes of 11/15/07 were approved as distributed.

Announcements:

- Denise Miller explained to the group that when department staff create EPAFs, the chair must be added into the Routing Queue as an approver.
- Mike Brown distributed an helpful handout charting common error people are encountering when working in Banner Registration.

Old Business:

Chair Search updates: Biology – phone interviews will be completed soon. Math – applications are being accepted. Sociology – screening will begin on December 1.

Todd Berry advised the group that the college will be creating a limited number of new SPA position and distributing the operating dollars awarded with the new position allocations. He also announced that summer school allocations have been received by the college.

New Business:

Dean White discussed with the group the new required process of requesting the return of all vacant positions from Academic Affairs. This requirement applies to all positions that are vacated for any reason. Requests must be submitted to the Dean's office prior to proceeding with any advertising or recruiting.

Mike Brown passed out information on the redesign of the teacher education programs as a result of new policies from the Department of Public Instruction. He passed out the new 21<sup>st</sup> Century Skills that form the basis of the new teacher education program revisions. There are currently 2 meetings scheduled to begin work on the program revisions. On November 30 there will be a meeting of the initial licensure programs to review the education core program. Departments that have an initial licensure program should plan to attend. On the morning of January 18 there will be a larger meeting to look at the needs for overall curriculum changes (exact times and place to

be announced). All College department chairs should plan to attend this meeting. Those departments which have a significant role in teacher education program content areas should also plan to send key faculty to this meeting. More details will be announced as the date grows nearer, but please place the date on your calendar and on the calendars of faculty in your departments who should be there.

Mike Brown also spoke on steps being taken to ensure that Banner can produce an accurate degree audit.

Larry Bolen spoke at length about Schedule 25 and campus efforts to maximize the utilization of classroom space.

The meeting adjourned at 4:35 p.m.

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