

MINUTES OF THE MEETING OF
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
DEPARTMENT OF ARTS AND SCIENCES DEPARTMENT CHAIRS
TUESDAY, SEPTEMBER 4, 2007, AT 3:30 P.M.

ATTENDANCE

CAS Representatives

Mary A. Jacobs, American Indian Studies
Janette Hopper, Art Department
Andy Ash, Biology
Dennis Sigmon, English, Theatre & Languages
Martin Farley, Geology and Geography
Robert Brown, History
Jamie Litty, Mass Communication
Steven Bourquin, Math and Computer Science
Janita Byars, Music
Barbara Synowicz, Nursing
Jeff Geller, Philosophy/Religion
Nick Giannatasio, Political Science and Public Administration
Tom Dooling, Chemistry/Physics
Kelly Charlton, Psychology
Mario Paporozzi, Social Work/Criminal Justice
Sherry Edwards Social Work
Sylvia Edwards, Executive Assistant, College of Arts & Sciences
Paul Flowers, Interim Dean, College of Arts and Sciences

Guests

Sara Brackin, Registrar
Bill Gash, Associate Provost and Vice Chancellor for Academic Affairs
Kathleen Hilton, Dean, School of Graduate Studies
Liz Normandy, Director, Teaching & Learning Center

I. CALL TO ORDER

Dr. Flowers called meeting to order at 3:30 p.m.

II. INTRODUCTION OF NEW CHAIRS

Dean Flowers introduced the Arts and Sciences new chairs: Mary Ann Jacobs, American Indian Studies; Tom Dooling Chemistry and Physics; and Steven Bourquin, Math and Computer Science.

Dr. Flowers also announced that there would be a reception for Dr. Jacobs the next day (Wednesday, Sept. 5) at 10:15 at the Native American Museum and he encouraged all Chairs to attend.

III. REPORT FROM CAS OFFICE

A. SEARCH FOR NEW CAS DEAN: Dr. Flowers gave status report on search for a new Dean. He noted that a final draft of the position advertisement had been completed with assistance from CAS chairs and department faculty, and thanked

all for their help with this. He further advised that he had received all their nominations for the search committee and thanked those submitting names, noting the search committee membership would soon be announced.

B. CHAIR REAPPOINTMENTS AND SUCCESSIONS

Dr. Flowers announced that the poll of departments' faculty whose chairs has accepted his offer to be considered for a one-year extension of their present terms was complete, and that the results and subsequent actions would be announced in the very near future.

Related to the factor motivating this issue (i.e., changes in the chair appointment terms likely to be implemented in the coming year), Dr. Brown has agreed to reconvene the Council of Chairs in the near future to consider this matter.

C. 2007-08 BUDGET

Dean Flowers announced that we would be getting official notice any day now of the budget for the coming year.

D. WEB PAGE UPDATE

Dean Flowers encouraged chairs and faculty to prepare individual web pages if they did not already have one. He also stressed the importance of updating and maintaining their web pages in order to have current and correct information available. He reminded Chairs that if they needed help with their web pages that Lawrence Locklear was available to assist them.

IV. DISCUSSIONS WITH GUESTS:

- A. Kathleen Hilton explained The Professional Science Masters Degree Program, sponsored by the Sloan Foundation. She advised that its curricula must be 50% Math or Science and in North Carolina the emphasis would be on economic development. This is a way of allowing University to participate in economic development and would be of benefit to local businesses and industry who participate. There are several schools in the UNC system participating in this program: NCSU, UNCC, UNCW and WCU.

There are several sites for those interested: Go to Graduate School Website and click on "Sloan". There is also a link to the Western Carolina site (Video Conference)

Anyone interested in this program, please get feedback to Dr.Hilton, Graduate Studies.

B. OVERVIEW OF FACULTY EVALUATION:

Liz Normandy gave an overview of faculty evaluations, explaining that, in addition to the annual evaluations that all faculty undergo, there are four additional types of comprehensive reviews: promotion, tenure, post-tenure and contract renewal. She stressed the importance of getting evaluations prepared and submitted in proper time frame. They are to be submitted to: Dean, Professor and Promotion and Tenure Committee (consisting of three people).

Dr. Normandy gave link for time lines: Handbook sections 4-13 C, D, E and F, and advised that there are two PowerPoint presentations from past workshops on this topic available at the TLC website:

<http://www.uncp.edu/tlc/workshop/index.htm>

C. SPRING 2008 COURSE SCHEDULING:

Sara Brackin, Registrar, discussed with the Chairs the progress of Banner, saying that it was not complete yet, but her office working hard on getting it completed.

Chairs had questions about the scheduling of late classes and location. Ms. Brackin advised that she knew this was a problem and that her office continued to work on this. She stressed that classroom space utilization was very important to Chancellor.

There was much discussion about the process of providing student PIN numbers and the burden placed on some chairs due to transfer students being automatically assigned them as advisors. Ms. Brackin acknowledged the potential inconvenience, and noted that chairs had the option of authorizing other department faculty or staff to provide students their PIN numbers.

D. ACADEMIC SPACE REALLOCATION:

Bill Gash, Associate Provost, discussed the issue of space reallocation. He advised that there has been a lot of discussions about expansion of wireless footprint. At that time only two parts of campus were wireless, part of Oxendine and the University Center (or part of it).

He also advised that the cost of replacing/refreshing computers in the replacement cycle was going up again this year, somewhere between 5 and 7%.

PACE requires that we show ways of reducing/repurposing dollars for the improvement of teaching

Dr. Gash advised that Dr. Mitchell put together a white paper on reducing computer labs across campus.

Academic Support Services Sub-Committee of the Faculty Senate was asked to take a look at the lab utilizations with the intended outcome of reducing the number of open labs by 1/3. They put together evaluation criteria and worked with UCIS on utilization and the impact of reducing the number of labs. These recommendations were forwarded to the Provost. These were distributed to the Deans who were asked to solicit input from departments. End result was that labs were reduced by about 20%.

Money saved in replacement will mean that Sampson, Dial, BA, ED and D. F. Lowry are, or will be, wireless. Locklear, Moore, all of the Oxendine Building and Old Main will be wireless by the end of year (academic/fiscal year, not calendar year).

Dr. Gash advised that space presently allocated to Academic Affairs can be reallocated by Academic Affairs. If there is substantial change in purpose (or to different division), requiring upgrades / remodeling, etc., requests have to be approved by the University Space Allocation Committee. He advised Chairs that they could contact Jeannie Davis in Institutional Effectiveness, who is

responsible for space inventory, for help in identifying the current status of space allocations.

V. ACTION ITEM

Per the Faculty Handbook policy on dean succession, Dean Flowers proceeded to identify a chair for assured appointment to the CAS dean search committee. After nominating all 16 chairs, he requested that those who did not wish to serve indicate so by raising hands. Those wishing not to serve on the committee were: Sherry Edwards, Mary Jacobs, Barbara Synowiez and Jamie Litty. A confidential vote was then taken, with written ballots identifying a clear majority of votes in support of appointing Jeff Geller to serve. Dean Flowers noted that, in addition to Dr. Gellar, that at least three other CAS chairs will be appointed to serve on this committee, and that the entire search committee composition would soon be announced.

VI. OPEN DISCUSSION:

Dean Flowers again stressed the importance of getting faculty evaluations submitted in timely manner and being sure that they are completed, with signatures. It is important that we follow time lines.

VII. SUGGESTIONS FOR FUTURE BUSINESS AND ACTION

None given.

VIII. ANNOUNCEMENTS

Jamie Litty announced that WNCP-TV will resume live internet streaming of Braves sports, beginning with volleyball, Wednesday, Sept. 5, at 7 p.m. Go to the WNCP homepage on the university website and click "Watch Now."

Dr. Giannatasio announced that we had our first Fulbright Scholar to UNCP, Professor Chisepo James Jorothan Mphaisha in the Political Science and Public Administration Department.

Dr. Janita Byars announced a scholarship function (Faculty Follies) to be tonight and encouraged all to attend.

IX. ADJOURNMENT

There being no further business to come before the meeting, Dean Flowers adjourned the meeting at 5:01 p.m.

Respectfully submitted,

Sylvia Edwards