

Unapproved Minutes

Chairs' Meeting via Zoom
Thursday, June 16, 2022

In Attendance: Dr. Kimball, Dr. Powers, Dr. Sherman, Ms. Fitzsimmons, Dr. Sheldon, Dr. Tatom, Dr. Laura Moore, Dr. Harrington, Dr. Messenger, Dr. McCready, LTC. Randolph, Dr. Coym, Dr. Meeker, Dr. Sanders, Dr. Habel, Dr. Shelley-Tremblay, Dr. Hanks, Dr. Loomis, Dr. Coleman, Dr. Wierzbicki

Guest: MSG. Javier Beltran (Sitting in for LTC. Jared Sunsdahl), Bryant Smilie, Maddy Bryant

Absent: Dr. Madhuri Mulekar, LTC. Jared Sunsdahl

1. The minutes of the February 17, 2022, Chairs' Meeting were approved.
2. Dr. Wierzbicki introduced Ms. Maddy Bryant and Mr. Bryant Smilie as the new College of Arts and Sciences Grant Administration Specialists. Mr. Smilie handles pre-award grant processing, and Ms. Anderson handles post-award grant processing. Both will handle processing outside of what Ms. Terri Lefaux does.
3. The budget update, as of May 31, 2022, was reviewed (handouts). According to the Dean, the Departments have \$3,099,968 in total holdings. This is an increase of \$511,753 from last year. Supplemental funds have increased by \$100,000, overhead funds have increased by \$100,000, professorship funds have increased by \$140,000, start-up funds are \$755,079 with the assistance Academic Affairs, and student fees are \$670,060, which is up from 548,000

9. Dr. Wierzbicki announced that the comprehensive review of Chairs will conclude this month while the annual review of Chairs is taking place. For the upcoming year, three Chairs have been selected for comprehensive review. Each will be informed during her/his annual review this month.
10. Dr. Coleman discussed program reviews. He stated that program reviews will now take place during the Spring semester instead of during the Fall semester. The programs scheduled for review in 2022-2023 will begin in February and last a year. The programs being reviewed for the 2022-2023 school year are B.A. and M.A. in English, B.S. in Meteorology, and B.A. in Modern and Classical Languages and Literature. Dr. Coleman also stated that he will reach out to Ms. Naima Wells about contacting the department Chairs that are currently working on program reviews for the 2021-2022 school year.
11. Dr. Coleman spoke about the annual assessment and SACSCOC review. He stated that three consecutive years of program assessment will be reviewed by SACSCOC. They are 2018-2019, 2019-2020, and 2020-2021. He said that the College of Arts and Sciences reports are in good shape overall, according to the Office of Institutional Effectiveness. Dr. Wierzbicki asked the Chairs to work on submitting, as soon as possible, the documentation for their part-time faculty members that have been requested by Academic Affairs for accreditation purposes.
12. Dr. Loomis went over details regarding the 2022 tailgating season (handouts). The Dean's Office will