Approved Minutes

Chairs' Meeting via Zoom
Thursday, September 15, 2022

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| In Attendance: | Dr. Kimball, Dr. Powers, Dr. Sherman, Ms. Fitzsimmons, Dr. Sheldon, Dr. Tatom, Dr. Laura Moore, Dr. Harrington, Dr. Messenger, Dr. McCready, LTC. Sunsdahl, Dr. Coym, Dr. Meeker, Dr. Sanders, Dr. Shelley-Tremblay, Dr. Hanks, Dr. Loomis, Dr. Coleman, Dr. Wierzbicki |
| Guest: | Dr. Angela Coleman, Dr. Nicole Carr, Ms. Sangela King, Dr. Cornelius Pillen (sitting in for Dr. Mulekar), Dr. Jaclyn Bunch (sitting in for Dr. Habel) |
| Absent: | Dr. Madhuri Mulekar, Dr. Philip Habel, LTC. Ruth Randolph |

1. The minutes of the June 16, 2022, Chairs' Meeting were approved.

2. Dr. Angela Coleman gave an update on, and timeline for, the 2022-2023 SACSCOC Decennial Reaffirmation. Our report was submitted earlier than the deadline of September 8, 2022. Dr. Angela Coleman thanked Dr. Eric Loomis and Dr. Robert Coleman for their assistance with preparing the report for submission. The writing team is working on the compliance certification and will have it completed by the end of the semester. The off-site review committee has our report and will have their meeting in early November. Early in December, we will receive a report back from the off-site review committee that will let us know if we have been found non-compliant. If non-compliance is determined, then USA will respond with a focus report by January 31, 2023. If additional information is needed for the report, the Chairs may be contacted, and Dr. Eric Loomis will be the point of contact. In January, the focus report—if needed—will be made available to read. The proposal for the Quality Enhancement Plan will also be submitted at the end of January. Chairs were encouraged to participate in the development of the Q.E.P. or to identify a faculty member who would be able to engage in the process and share information and input with their department. The Q.E.P. topic, broadly defined, is "Preparing Students for What's Next." There will be opportunities for Chairs, faculty members, students, and staff members to participate in upcoming Q.E.P. forums. March 21-24 the onsite review team will visit the main campus and off-campus instructional sites, excluding Baldwin County. The exit conference will be held on Thursday, March 24, 2023.

3. Dr. Nicole Carr discussed student success and retention initiatives. She stated that although we've been facing a decline in enrollment, the fall 2022 freshman class has the highest high school G.P.A. ever at USA. This fall, the attendance has improved, and students seem more engaged. Dr. Carr said that students having had a full year of learning without Covid-imposed constraints on delivery of instruction should help their performance and that should be the same for the next class of incoming freshmen who will have had two years of face-to-face learning experience. She mentioned student data can be accessed through Jag Analytics, the Junior Dashboard, Navigate, as well as Banner. She showed that our 2022 cohort average undergraduate G.P.A. is 3.75, and the average ACT score is 23.1. She suggested two books for faculty to read to help improve student success: *Relationship-Rich Education How Human Connections Drive Success in College* and *What the Best College Teachers Do*. She then mentioned opportunities for students to become more engaged on campus and the implementation of the Sophomore Year Experience.

4. Dr. Eric Loomis introduced Ms. Sangela King as the new A&S Instructional Support Manager and explained her duties and responsibilities, which include coordinating the College's First Year Experience course (CAS 100), serving as a liaison with other University offices in matters related to Banner, EvaluationKit, Canvas (LMS), and Navigate South, developing and providing training for departmental secretaries on various topics to include Banner and other secretarial duties for the purpose of professional development, and creating and administering various evaluations and surveys including the annual Faculty Activity Report.

5. The budget update, as of August 31, 2022, was reviewed (handouts). According to the Dean, the Departments have $3,080,039 in total holdings (an increase of $295,413 from last year). Supplemental funds have decreased by $93,000 but should increase once the summer revenue has been received. This will include $1,000 each for full-time faculty members, including OYOs in A&S departments. Departments will also receive approximately $400 in travel funds per academic year for each full-time faculty member, excluding OYOs. Overhead funds have increased by $280,472, and start-up funds have increased by $178,326.

6. Dr. Wierzbicki discussed Fall 2022 enrollment (handouts). Fall enrollment was at 13,463 students (529 less students than last fall). This fall, A&S has lost 125 undergraduate students, and our graduate school has currently 255 students.

7. Dr. Wierzbicki went over the external funding update (handouts). A&S has $22,664,566 in new funding (up by $12,921,593 compared to last year). The College has submitted 75 proposals compared to 93 submitted last year and received 49 awards compared to 35 awards last year. Currently, the College has approximately $35,000,000 in externally-funded research awards. Dr. Wierzbicki announced that Ms. Maddy Anderson resigned from her position as Grant Administrator and that the search for her replacement was initiated.

8. Dr. Wierzbicki reminded the Chairs about the October 7, 2022, Emeritus Professor nomination request deadline.

9. Dr. Wierzbicki announced that the 2022 Dean's Lecture and Faculty Awards will be held on November 9, 2022, at the MacQueen Alumni Center. This year's Dean's Lecturer will be Dr. Becky McLaughlin from the English Department. He encouraged all of the Chairs to attend and to invite their faculty members to attend this event.

10. Dr. Wierzbicki discussed faculty non-reappointments (handouts). For nine-month faculty in the first year of service, notice should be given at least three months in advance of the faculty member's last day of employment. In the second year of service, notice should be given at least six months in advance of the last date of employment. After two or more years of service, notice should be given at least twelve months ahead of the last date of employment. For twelve-month faculty, notices should be given in the same intervals.

11. Dr. Wierzbicki reminded the Chairs of the annual and mid-probationary review of faculty members (handouts). Those faculty members that will go through a mid-probationary review will not have an annual review. All annual reviews of full-time and part-time faculty members must be submitted by April 5, 2023. Mid-probationary reviews must be submitted by March 10, 2023.

12. Dr. Wierzbicki discussed comprehensive review of Chairs (handouts). Three Chairs will be reviewed this year in the spring semester. The longest serving Chairs will be reviewed first, and Chairs hired within the same year will be reviewed within the same cohort. Those being reviewed have already been notified.

13. Dr. Wierzbicki stated that Departments and Programs using space in Alpha Hall South and Alpha Hall East will have to be relocated. The date for moving out of those buildings has been set for May 15, 2023.

14. Dr. Wierzbicki reminded the Chairs of the September 23rd, 2022, Presidential Inauguration (handouts). The installation week begins on Monday, September 19th, and ends Saturday, the 24th. The Campus Employee and Retiree Picnic will be held on Wednesday, the 21st.

15. Dr. Coleman thanked the Chairs for doing a great job with entering Program assessments in Nuventive.

16. Dr. Coleman reminded the Chairs to submit their reassigned time requests by December 2, 2022. He stated that if Chairs have faculty members who have not published peer-reviewed work, those persons may be in jeopardy of losing reassigned time.

17. Dr. Loomis talked about football tailgating (handouts). November 26th is still available to be sponsored. He asked the Chairs to let him know by the end of September if anyone is interested.

18. Dr. Loomis went over the Arts and Sciences award timeline (handouts). He reminded the Chairs that their new faculty may not be aware of what our internal College awards are. The Support and Development award is usually $1,500. Summer Professional Development can be as high as $5,000 per award. The SPDA is the award that gives non-tenured, tenure-track faculty first priority.

19. Dr. Loomis reminded Chairs about mandatory midterm grades (handouts). Grading will open on September 26, 2022. The deadline for submission of midterm grades online via PAWs is Monday, October 3, 2022, by 10:00 a.m.

20. Dr. Loomis discussed sabbatical proposals (handouts). The chair's letter accompanying each proposal should include a detailed explanation of instructional coverage and cost if the leave is awarded. All materials, including Chairs' recommendations, are due by October 1, 2022. On Tuesday, September 20th, Dr. Loomis will share with each Chair a secure Google drive folder for their department's sabbatical requests. Dr. Wierzbicki asked the Chairs to be sure to provide explicit descriptions of instruction coverage in their letters.

21. Dr. Loomis talked about the USA Day event (handouts). This year it will be held on Saturday, October 1, 2022, in the Student Center Ballroom. One or two representatives will be needed from Communication, Earth Sciences, and Theater and Dance to help guide their guests to these departments. All other departments will be located in the ballroom. Chairs were asked to submit the names of faculty members participating in USA Day to Ms. Sangela King.

22. Dr. Loomis spoke about the 2022-2023 tenure, promotion, and mid-probationary deadlines (handouts). The tenure and promotion candidate deadline for application packages is October 21, 2022. The external reviewers' letters are expected by November 4, 2022. The department committees' recommendation packages are due on December 2, 2022. January 6, 2023, is the deadline for Chairs to meet with the candidates and inform them of the recommendation for tenure, promotion, or both. All review materials are to be submitted by January 13, 2023. Dr. Loomis stated that candidates will have one week from the time of the meeting with the Chair to include any additional materials supporting his/her candidacy by sending the materials as a PDF to the Dean. He then asked all Chairs to review the list of tenure and promotion candidates to make sure that no one is missing from the list. The mid-probationary review deadline with Chair evaluations will be Friday, March 10, 2023. He reminded the Chairs that they set the timeline for the candidates and their departmental mid-probationary review committee.

23. Dr. Loomis discussed the Evaluation of Teaching Effectiveness proposal (handouts). The proposal came from an ad hoc committee appointed by the Provost. He encouraged the Chairs to read the proposal closely and provide comments.

24. Dr. Loomis talked about the Kognito software for faculty training, a tool to help faculty members work with students who may have mental health or behavioral problems. He included the URL in the handout.

25. Dr. Loomis went over the new grade replacement and academic reboot policies (handouts). The biggest change to the grade replacement policy allows students to replace a maximum of twelve hours (100-400 level) instead of three classes. The academic bankruptcy policy remains unchanged. The academic reboot allows a given semester's grades to be deleted if the student request is approved.

26. Dr. Loomis informed the Chairs that the University is seriously considering moving to Barnes and Noble inclusive access for textbooks (handouts). The cost of the students' textbooks would be automatically added to the student's cost of the course. The student would then automatically receive the textbook as well as any other digital materials for the course. Students will have the option to opt out.

27. Dr. Loomis stated that there is a request for holding seats for international students in Maymester and Summer terms (handouts). International admissions would identify which courses need seats reserved. We would then lower the course caps in those course sections and allow a closed-course override for the students. Dr. Loomis asked the Chairs if there were any objections. None were raised.

28. Dr. Loomis discussed the Academic Major Showcase, which will highlight our majors to the University's exploratory students who have not declared a major (handouts). It will be held on October 10, 2022, at the Moulton Tower from

3:00 p.m. - 5:00 p.m. The deadline for registration is Monday, September 19, 2022. Dr. Loomis shared the URL for the registration form.

29. Dr. Loomis discussed adult learner services and prior learning assessment by portfolio (handouts). The College has been asked to consider allowing prior learning assessment by portfolio in departments. It works by the students registering and creating their portfolios on the Canvas site. Their portfolios would then be reviewed, and the students would be considered for receiving credit for experience that satisfies course learning outcomes. Students would pay $100 to register, and faculty members would be compensated $200 for this work. If approved for credit, the student would pay an additional $100/credit hour and receive the grade "S" for the course.

30. Dr. Loomis discussed the UTeach proposal and general education requirements (handouts). A & S has been asked to assist with defining a curriculum pathway for math and science majors. We have recommended a new UTeach minor be created and that STEM majors who enroll in the UTeach minor be exempt from the College's foreign language requirement of six hours. The deadline for the College's answer to the proposal is due to the Provost on September 26, 2022. The Chairs were asked to vote either for or against dropping the foreign language requirement for UTeach minors in the Zoom chat section either publicly or anonymously. The proposal passed to drop the foreign language requirement after a vote of twelve in favor, one opposed, and two abstentions.

31. Other business:
    a. Dr. Wierzbicki announced that the Fall Commencement will be held on Saturday, December 10, 2022, at 10:00 a.m. in the Mitchell Center Arena.
    b. Dr. Tim Sherman raised a question about issues with the Internet on campus. Dr. Susan McCready stated that her department had also been experiencing trouble with the Internet and that the Computer Services Center is the office to contact for assistance.
    c. Dr. Justin Sanders inquired about the Publications department. Dr. Wierzbicki stated that Publications is no longer available on campus and that we now have a list of vendors under University contract that we can use for most services.