Minutes from the College of Arts and Humanities Chairs Meeting
Wednesday, 10 January 2018
10:30am—12:00pm

In attendance: Meg Pearson (English), Bob Lane (Philosophy), Jeff Zamostny (Foreign Languages and Literatures), Kevin Hibbard (Music), Clint Samples (Assoc. Dean), Kevin Shunn (Art), Steve Goodson (History), Pauline Gagnon (Dean), Shelly Elman (Theatre)

The meeting began at 10:33am

1) The notes from the Nov. 29 meeting were approved without correction.

2) Associate Dean Announcements:
   - Truth Prompts: CS distributed the Truth prompts and cards to each chair with instructions. Each department received 25 cards, enough for one small class.
   - College Preview Day: April 7, 2018. Focus should be on high school juniors rather than seniors, considering the late date.
   - Add/Drop: EK distributed the timeline for Add/Drop and Roster Verification.
     - Use the Qualtrics form for late adds (after the Add deadline).
     - Faculty members should help the student fill it out.
     - Fees are due on Tuesday, 1/16; students will be dropped for non-payment by noon on Wednesday, 1/17.
   - After the Add/Drop deadlines, if a student has more issues, send them to Enrollment Services and contact EK. Otherwise, use the Qualtrics form described previously.
   - CSS: We will continue to use the Catalog Submission System for program/course additions/deletions/modifications. The other new software isn’t ready yet.
   - Leah Haught in English was rewarded a $50K NEH grant for enriching undergraduate research!
     - It’s a matching grant, so COAH is searching for the $25K that the institution is responsible for.
   - Georgia Humanities Council grant applications are due March 30.
     - For the Public Humanities. $2,000 is the maximum for the grant.
     - Remember to get grants to the COAH office five days before they’re due.
   - Summer classes need to be put up in the Google Drive by Tuesday, 1/16 at 11:59pm
     - We will chat about summer in the next Chairs’ mtg.
     - Please send EK Newman course with numbers before Tuesday, 1/16.

3) Certificates
   - The COAH Writing Committee’s recommendations to the Dean were examined. The discussion centered on Discipline Specific Writing.
     - There is currently an embedded certificate in DSW that is difficult to track, since Wolf Watch only records the two that are required for the BA degree.
     - Embedded certificates can’t be put in Banner or WolfWatch.
     - The Registrar asks that departments track embedded certificates and send their office a list of student who graduate with certificates.
       - The DSW certificate is available to students in multiple departments, making it difficult to track.
     - Do the DSW designation and the DSW certificate need to exist any longer?
○ The Dean asked the Chairs to bring the Writing Committee’s recommendations to their faculty, and bring their determinations to the next Chairs’ Mtg.

4) **Truth Prompts to classes/student groups**
   - CS distributed the Truth prompts and cards to each chair with instructions. Each department received 25 cards, enough for one small class.

5) **COAH Writing Subcommittee Recommendations:**
   - The Dean asked the Chairs to bring the Writing Committee’s recommendations to the faculty in their department to discuss.
   - The Chairs were also charged to discuss with their department faculty the existence of DSW.
   - This will be on the agenda for the meeting on 24 January.

6) **E-Tuition Loss-impact and replacement strategies**
   - Theatre uses e-Tuition money for travel to recruitment conferences and is wondering how that money might be replaced?
     ○ The Dean suggested inviting Justin Barlow from Admissions to a future meeting to discuss if Admissions might be able to assist with this.
     ○ SOTA Reps might want to re-visit the funding for the SOTA fellow, since it takes money away from recruitment allotments.
   - History uses e-Tuition to fund their part-time administrative assistant.
     ○ Hopefully this will be replaced by other institutional money, since President Marrero has said that e-Tuition money that funds human beings will be replaced.
   - The Dean also mentioned that Course Fees cannot be used for funding salaries anymore.
     ○ This means that Art is losing $25K and Music is losing $45K that the Dean and Chairs of those departments are trying to find money for.

7) **Facilities Request Deadlines:**
   - 1/11 Institutional
   - 1/31 Departmental
   - 1/31 Over 100K
   - 2/14 Under 100K
   - The Dean will talk to Campus Planning about getting confirmations for requests.

8) **Other:**
   - Operational Assessments are due January 17 by 5:00pm. EK will remind.

The meeting ended at 11:33am

Minutes respectfully submitted by Shelly Elman