Minutes from the College of Arts and Humanities Chairs Meeting

Wednesday 24 January 2018

10:30am-12:00pm

In attendance: Meg Pearson (English), Jeff Zamostny (FLL), Steve Goodson (History), Kevin Hibbard (Music), Bob Lane (Philosophy), Shelly Elman (Theatre), Pauline Gagnon (Dean), Elizabeth Kramer (Assoc Dean)

(1) The notes from 10 January were approved with a minor correction

(2) Associate Dean Updates

- Chairs with faculty still needing to verify rolls have been emailed
- Classroom scheduling: EK directed chairs to the classroom scheduling pptx slides available at www.westga.edu/vpaa (navigate to Campus Reservations, then Academic Classroom Reservations, then to the pptx links under Centralized Classroom and Event Scheduling Calendars).
- Section building: As noted on that slide, summer and fall sections can be built in Banner through 9 February. After that time, the Registrar’s Office will retake all access to section building. Department personnel pre-assigning rooms should complete that before preference setting starts (12 February). Send Arielle any preferences for classrooms by the end of the day on 9 February. Arielle and Elizabeth will send out a list of instances where preferences might be appropriate (for example, a faculty member needing a ground floor room for accessibility issues or two sister sections that meet together).
- Summer planning: the summer planning document continues to be available. We could use another B course in session 1. If you add/delete a core course to your summer docket, please note it here. Harry will have google sheets ready by next Tuesday. More on summer next week.
- Part-time budgets: Individualized spreadsheets were submitted to each department, showing how their core courses were funding academic year 17-18. Please send COAH (Elizabeth & Harry) information about buyouts you are receiving in the fall as you get that information. COAH took in over $100,000 of buyouts this academic year, much of which went to fund core courses.
  - Note in particular that COAH paid out differentials of $500 for any faculty holding a terminal degree; COAH uses the $500 amounts that chairs agreed to send to the college to fund these differentials.
- Large class justifications: please send these to Pauline by 9 February and watch the enrollment for these sections during registration.
(3) Chairs reported support for the recommendations of the Writing Subcommittee. Two faculty members in History expressed continued interest in the DSW certificate. English will discuss the issue on Friday. Most faculty were not aware that the certificate existed.

(4) Faculty Research Grants--please remind your faculty (especially junior faculty) of these opportunities (see handout).

(5) Workload reports: These were delayed this year waiting for information from the VPAA, but typically we will adhere to a set schedule where reports should be submitted immediately after the census date for each term (9 October for fall term; 22 February for spring term). In the fall that will allow chairs a couple of weeks to adjust workloads for the spring before student registration opens in late October. Any unusual workloads should be explained; if the report is not accurate, change it to reflect real loads; you can add independent studies as documentation (especially in the case of an unusual workload), although they can’t normally count as part of workload.

(6) OneUSG: the roll out of this may be bumpy and chairs were encouraged to attend Friday’s information sessions to stay abreast of any developments (see email handout).

(7) Momentum Year: As noted in Administrative Council on Monday, you’ll be hearing from David Newton shortly with a request for information about how we might already be encouraging academic mindsets. Please copy in Pauline as you respond. There are many LEAPy aspects of this initiative. First year writing will be piloting ENGL 1101 courses that engage themes related to student metamajors. Chairs also expressed concerns about aspects of a focus on metamajors: The language of metamajors might be thought to encourage professional programs as preferred academic programs; it’s easier to move from undeclared to one major than from major to major; how will students discover their passions in subjects that aren’t programmed into their metamajor? Will we really get all those expressing interest in the Arts & Humanities metamajors? Will the advisors help us here?

The conversation shifted to a variety of issues

- Advising: COAH advisors from the advising center will be asked to another chairs meeting; there is concern moving to faculty at advisors are pushing eCore (one department has noticed less prepared juniors and seniors); philosophy is moving to mentors for all majors.
- Recruitment: Justin Barlow (Admissions) will also attend a future Chairs meeting. Alyson Bretsch now works for the Foundation.
- A potential 4-year Gen Ed program: Shelly Ellman is one of our COAH reps on the new ad hoc gen ed committee.
- Registration issues with hidden spring XIDS sections: EK will report back.

(8) Make sure community engagement is explicitly allowed in your departmental P&T criteria

(10) Other
• EngageWest roll outs must occur before the end of spring term, i.e. Before 15 May
  • Survey results will be available by 16 April
  • Roll outs should include
    • Revisiting last years results
    • Considering all data
    • Writing new action plans
  • Action plans will be due to the Provost’s Office between 1-15 May
  • College meeting will be on 1 May (reading day); PG will need dept roll outs before then
• Stayed tuned re: COAH awards pending finalizing of process for sending one awardee abroad
• Outside employment form was passed by Senate last week
• PG is on Newman committee discussing development of space there

(9) PG passed out Chronicle article--we have many of these students at UWG

Meeting adjourned before noon.

Respectfully submitted by Elizabeth Kramer