

Unapproved Minutes  
Chairs' Meeting via Zoom  
Thursday, December 3, 2020

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

Absent: Dr. ter Horst

Guests: Dr. Nicole Carr, Associate VP, Student Academic Success; Ms. Catherine Preston, Director, Academic Advising; Capt. Paul Stephens, Guest of LTC. Krisalyn Vaughn, Air Force Studies

Dr. Wierzbicki announced Ms. Cindy Roberts as the new CAS Administrative Assistant to the Dean.

1. The minutes of the September 24, 2020, Chairs' Meeting were approved.
2. Dr. Nicole Carr and Ms. Catherine Preston discussed Transfer Student Advising. Changes have been made to new student and transfer student orientation. Students can now be advised, have holds removed, and register online before orientation begins. A dashboard is now being used to track students from orientation, to registration, to advising, so that no student gets dropped along the way. Students can now be advised and register for classes as soon as they sign up for orientation. Dr. Loomis stated that there has been a gap between the "welcome email" sent by Dr. Crystal Thomas to the transfer students. The departments are asked to contact and schedule advising appointments within 48 hours of the emails being sent to the students, even if the actual appointment does not take place until several days later. Departments can then notify Dr. Thomas of when they have been advised, and she can then give updates to Ms. Preston. Ms. Preston pointed out that a dashboard is now being used to track the advising appointments, and it can be shared with department secretaries and chairs. Dr. Wierzbicki then asked if there were any objections from any of the department chairs. Dr. Moore and Dr. Kimball stated that they would prefer to advise their own students with 30-45 hours. Chairs of other departments were asked to contact Dr. Loomis if they also wished to advise students with 30-45 hours in their departments.
3. The budget update as of October 31, 2020, was reviewed. There were still discrepancies in some departments' operating budgets. This will be corrected by the Business Office. The foundation money for travel has been received (two installments of \$212/FT Faculty Members, excluding 1-yr only). Supplemental funds have been transferred to departmental accounts (\$1,000/FT Faculty Members, including 1-yr only) for the Chairs to manage departmental needs and/or travel needs. The College needs to generate \$576,240.00 in savings to balance the budget. Distance learning funds transfer is still suspended. There is a decrease in enrollment and credit hour production. There is \$647,978.00 in student fees, and overall Departments have around \$2.3 million in reserve accounts. Please use these according to their designation.
4. The sponsored activity report was discussed. CAS external funding had 79 proposals submitted with 50 awarded at \$7,654,186. The departments were congratulated for their efforts to secure external funding to support their research mission. Chairs were asked to encourage prospective and existing students who are undecided to major in areas of A&S.
5. There was a reminder given for the annual Part-Time Faculty evaluation. The evaluation is kept in the department files. Chairs received a copy of the evaluation form in the handouts.
6. The CAS Vision Statement was discussed. The deadline to submit is December 8, 2020. There were three proposals offered. Adding the first sentence from option #2 to the beginning of option #1 was considered.
7. Dr. Coleman reminded Chairs of program reviews (calendar was included in the handouts). Reviewers should provide a CV, and Dean approval is required for external reviewers. The reviews currently underway are for Geography, B.S., Marine Conservation and Resource Management, M.S., Marine Sciences, M.S., Marine Sciences, Ph.D., Mathematics and

Statistics, B.S., Mathematics, M.S., Political Science, B.A., and Public Administration, M.P.A. Chairs were asked to be mindful of their respective department's program review deadline. There are plans for more student involvement to be included in reviews. Chairs were encouraged to meet with Dr. Cara Mia Braswell ahead of their department's scheduled review.

8. Dr. Coleman went over the assessment update (see handout for information on the upcoming SACS re-accreditation). He suggested that Chairs should meet with Dr. Cara Mia Braswell for assistance. SACS looks at three consecutive years of assessments.
9. Dr. Coleman reminded the Chairs that reassigned time requests are due to him by 3 p.m. on December 4<sup>th</sup>. Dr. Wierzbicki will contact the Chairs once Dr. Coleman has completed his reviews.
10. Dr. Loomis spoke about the Spring semester registration outreach. CAS is 10% behind in undergraduate enrollments. Chairs were urged to personalize the outreach process with their students. Dr. Loomis will share lists of continuing students not yet enrolled for spring with departments for further outreach.
11. Dr. Loomis reminded the Chairs of the probationary, mid-probationary, tenure, and promotion deadlines. Probationary reviews will be due on April 12, 2021. Mid-probationary reviews will be due on March 12, 2021. Chairs were reminded that they set their own timelines for mid-probationary reviews. A handout for tenure and promotion deadlines was distributed.
12. Dr. Loomis discussed modified instructions for committee voting via Zoom. Committee Chairs cannot participate in the Zoom poll. Committee members' signatures cannot be in a typed font.
13. Dr. Loomis announced that the 2020-2021 Internal Grant deadline is January 7, 2021, for SPDA.
14. Dr. Loomis reminded the Chairs that the CAS Faculty Awards nominations are due by 5:00 p.m. on February 12, 2021. The supporting documents for those nominations are due Monday, March 15, 2021. He also reminded the Chairs that self-nominations are accepted. However, Directed Studies Award candidates can only be nominated by the department Chair.
15. Dr. Loomis discussed the Spring New Student Online Orientation. There is a welcome hold ("WE") that will need to be lifted for students to be able to register.
16. Dr. Loomis discussed bulletin updates for 2021-2022. The first-round changes are due Monday, December 14, 2021. He also announced that there are plans for Summer 2021 instruction to be similar to Summer 2020 instruction (including WH/WR courses) and for Fall 2021 instruction to be similar to Fall 2019 instruction (WH/WR courses are currently not available for Fall 2021).
17. Chairs were reminded that the Fall 2020 Virtual University Commencement will take place on December 6, 2020, at 2:00 p.m.
18. There was no other business.