

College of Arts and Sciences Chairs Meeting
June 12, 2025
2:00 PM

Agenda

- 1) Approve the Minutes of the February 13, 2025, Chairs Meeting
- 2) Budget Update
- 3) Summer 2025 Enrollments
- 4) Fall 2025 Enrollments and Scheduling
- 5) Academic Affairs New Faculty Orientation (Friday, August 15, 9am-2pm
MacQueen Alumni Center)
- 6) External Funding in the College
- 7) Staff and Administrators/Managers (110) Performance Evaluations (July 25, 2025)
- 8) 2025-2026 Program Reviews Update and Schedule (Dr. Coleman)
- 9) Annual Assessment (Dr. Coleman)
- 10) Fall Convocation and the Week of Welcome on Monday, August 18th, 2025 (Dr. Loomis)
- 11) A&S New Faculty-Orientation Tuesday August 19th (Dr. Loomis)
- 12) 2026-2027 Sabbatical Requests (Dr. Loomis)
- 13) Tenure and Promotion Deadlines (Dr. Loomis)
- 14) Social Media Account Feature Stories (Dr. Loomis, Ms. Waddell)
- 15) Online General Education Courses (Dr. Loomis)
- 16) Watermark for FARs (Dr. Loomis)
- 17) FERPA Waiver Process (Dr. Loomis)
- 18) Reminder to Notify Dean's Office of New Staff Appointments (Dr. Loomis)
- 19) 12Twenty/Accelerate (Dr. Loomis)
- 20) Other Business
 - a) Video Referencing Library (Dr. Major, Dr. Kimball, Dr. Coym)

Unapproved Minutes

Chairs' Meeting

Thursday, February 13, 2025

In Attendance: Dr. Sytske Kimball, Dr. Kara Burns, Dr. Zoya Khan, Dr. Jason Coym, Dr. Kevin Meeker, Dr. Justin Sanders, Dr. Jack Shelley-Tremblay, Dr. Madhuri Mulekar, Dr. Laura Moore, Dr. Ellen Harrington, Dr. Roma Hanks, Dr. Kelly Major, Dr. Jaclyn Bunch, LTC. Jared Sunsdahl, Dr. David Messenger, Dr. Robert Coleman, Dr. Eric Loomis, Dr. Andrzej Wierzbicki

Guests: Dr. John Lehrter (Sitting in for Dr. Sean Powers)

Absent: Dr. Sean Powers, LTC. Ross Clark

1. The minutes of the November 21, 2024, Chairs' Meeting were approved.
2. Dr. Wierzbicki presented the budget update, as of January 31, 2025 (handouts). Departments have over \$3.649 million in reserve funds. The Dean urged the Chairs to watch their expense budget. As mentioned in the last meeting, the Dean's Office has transferred A&S travel funds to the departments' supplemental budgets in the amount of \$1,000 per full-time faculty member, excluding OYOs. New travel funds from Academic Affairs will be sent to the departments as soon as they are received. He mentioned that the College is now responsible for providing a substantial percentage of funding for renovations.
3. Dr. Wierzbicki discussed spring enrollment (handouts). The University enrollment is 13,001, which is an increase of 2.51% from last spring. A&S undergraduate enrollment has increased by 8 students. A&S graduate enrollment has increased by 12 students. Overall, undergraduate credit-hour production increased by 3,198 hours, which is a 4.98% increase from last spring.
4. Dr. Wierzbicki presented the sponsored projects update (handouts). Since October 1, 2024, the College has been awarded \$3.858 million compared to \$2.550 million last year. That is an increase of \$1.3 million. The College is now managing \$58.5 million and 148 external grants.
5. Dr. Wierzbicki reminded Chairs to share the information from Chairs' meetings with their faculty soon after Chairs' meetings. He has received complaints from faculty about lack of communication of College news, deadlines, and policies.
6. 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 (February 13, 2025) to terminate as of May 15, 2025. In the second year of service, notice should be given at least six months in advance of the last date of employment (November 15, 2024) to terminate as of May 15, 2025. After two or more years of service, notice should be given at least twelve months ahead of the last date of employment (April 25, 2025) to terminate as of May 15, 2026. For twelve-month faculty, notice should be given in the same intervals. First year of service notice should be given by May 9, 2025, to terminate as of August 14, 2025. Second year of service notice should be given by February 3, 2025, to terminate as of August 14, 2025. After two or more years of service, notice should be given by April 25, 2025, to terminate as of August 14, 2026.

7. Dr. Wierzbicki discussed one-year-only (OYO) contract renewals. He asked Chairs to notify him by March 1, 2025, of any renewals that are needed. Dr. Ellen Harrington asked about the possibility of raising the salary for part-time instructors to reduce the need for hiring multiple OYOs.
8. Dr. Wierzbicki went over the 2024-2025 FAR deadlines. FARs are due to the Dean's Office by April 18, 2025. Signed copies of the narrative evaluations of probational faculty are due to the Dean's Office by April 4, 2025. Annual Reports are due by May 9, 2025.
9. Dr. Wierzbicki reminded the Chairs about the annual and mid-probationary review procedures and deadlines (handouts).
10. Dr. Wierzbicki talked about Maymester and summer school contracts and scheduling (handouts). He mentioned that the required information is due to Ms. Krista McCreery by March 12, 2025. Ms. McCreery asked the Chairs to share the information with their secretaries. The Dean reminded the Chairs that full-time faculty can teach no more than two courses during the summer semesters. He also reminded them that Maymester courses cannot exceed four credit hours taught. Maymester contract hours do not count against maximum summer contract hours. Ms. McCreery reminded the Chairs that OYOs who are to teach in the summer for the first time must be approved for part-time appointment for summer instruction.
11. Dr. Wierzbicki reminded Chairs of the A&S Faculty Forum to be held on February 26, 2025.
 - 11.5.) Dr. Wierzbicki then asked Dr. Bob Coleman to explain the correct formatting of FARs. Dr. Coleman stated that the format should be APA style. He also asked Chairs to remind their faculty to only list publications that either appeared in print or are forthcoming within the 2024-2025 academic year. After a brief discussion regarding the proper FAR template, it was determined that the paper FAR will be used as a template for the FAR in Watermark and then the Watermark FAR will be the standard form to be used.
12. Dr. Coleman discussed Program Reviews, noting that the Art and Art History MFA, Philosophy, Physics, International Studies, Environmental Sciences, and Music are undergoing reviews. The B.A. in Sociology and the M.A. in Communication will be starting their program reviews soon.
13. Dr. Coleman talked about assessment updates. He stated that Dr. Katherine Friedrich and Ms. Dana Abrams are completing quality reviews of everyone's assessments and will send feedback from the reviews. The Chairs will then have until April 1, 2025, to make any necessary changes.
14. Dr. Coleman discussed the 2025 Employee Campaign, which funds undergraduate scholarships. He mentioned that the Mitchell/Moulton scholarship fund has been depleted. He recommended that the department representative for the Employee Campaign speak with their colleagues in person regarding the campaign. He asked Chairs not serving as their department's representative to please assist the representative for their department by making sure that all of the faculty members are aware of the campaign. The deadline is March 6, 2025.
15. Dr. Coleman mentioned that the Faculty Activity Report information had already been discussed earlier in the meeting.
16. Dr. Loomis discussed Navigate South updates (handouts). There are templates for campaigns and an AI tool for building reports. The student-facing app Navigate 360 has a study-buddy function for students to find study

partners. There is also a new function to that allows outgoing messages to students. Ms. Dallas Schmidt can assist with set-up. He also mentioned that making a Navigate South Global Access Request can be as simple as submitting a rationale for their faculty member.

17. Dr. Loomis went over bulletin and Courseleaf updates (handouts). Remaining changes are due by May 9, 2025. Changes that will not affect fall 2026 registration are due by March 10, 2025. New program proposals for fall 2026 are due on April 14, 2025. He thanked everyone who updated the research areas last summer for the web research areas website. He will reach out to some of the Chairs soon to make their changes.
18. Dr. Loomis reminded the Chairs that the mid-probationary reviews are due on March 10, 2025 (handouts). The documents to submit are the Application pdf and the Reviews pdf files. They are to be submitted to Dr. Loomis. He reminded the Chairs to meet with each candidate and to give her/him a copy of their letter and a copy of the department committee's report. The candidates are to sign and date the Chair's letter acknowledging receipt of the letter. The Chairs would then put the signed copy into the Reviews pdf file.
19. Dr. Loomis discussed prospective student lists and outreach (handouts). He thanked the Chairs for the work they have done to assist with the prospective student lists. He stated that we have sent out almost 3,000 personalized letters. He reminded the Chairs that their follow-up to the letters will be helpful.
20. Dr. Loomis mentioned that USA Day will be held on Saturday, April 12, 2025 (handouts). He said that the format has not yet been determined. He stated that requests were made for the browsing sessions to be returned and that a suggestion was also made to implement a contest such as "passport stamping" to make the event more engaging.
21. Dr. Wierzbicki announced that the Spring Commencement will be held on Friday, May 9, 2025, at 2:00 p.m. in the Mitchell Center.
22. There was no other business.

#2

Arts & Sciences Departmental Status
as of May 31, 2025

6/9/2024

Dept.	Org. Budget Operating Fund As of 10/31/24	FY '2023-24		FY '2024-25		Total Revenue	Present 110000 Operating Balance*	Present Supplemental Balance*	Present Balance Combined Operating Accis*
		Operating Supplemental Carryover	Dean's Office Supplemental Transfer	Operating Supplemental Transfer	Dean's Office Supplemental Transfer				
Air Force	5,055.00	429.58	-	-	-	5,484.58	2,018.85	429.58	2,448.43
BLY	36,239.00	7,328.05	13,000.00	13,000.00	13,000.00	56,567.05	19,470.71	15,969.27	35,439.98
CH	3,609.00	23,262.35	15,000.00	15,000.00	15,000.00	41,871.35	(23,094.29)	19,756.55	(3,337.74)
CA	57,022.00	1,821.24	10,000.00	10,000.00	10,000.00	68,843.24	39,731.52	11,810.00	51,541.52
DR	(517.00)	3,327.96	2,000.00	2,000.00	2,000.00	4,810.96	(6,448.74)	5,750.64	(698.10)
DR Theatre	20,691.00	-	-	-	-	20,691.00	7,266.60	-	7,266.60
ES	12,045.00	(626.11)	14,000.00	14,000.00	14,000.00	25,418.89	1,679.51	1,245.51	2,925.02
EH	8,990.00	37,172.26	31,000.00	31,000.00	31,000.00	77,162.26	2,126.11	56,742.79	58,868.90
MCLL	24,526.00	3,042.90	11,000.00	11,000.00	11,000.00	38,568.90	8,349.64	11,829.16	20,178.80
HY	8,325.00	1,039.83	12,000.00	12,000.00	12,000.00	21,364.83	1,936.95	(468.46)	1,468.49
Afr Am St	5,000.00	1,533.27	2,000.00	2,000.00	2,000.00	8,533.27	2,836.75	3,477.88	6,314.63
Intl Studies	380.00	1,878.13	2,000.00	2,000.00	2,000.00	4,258.13	390.00	1,787.97	2,177.97
MAS	293,471.00	-	14,000.00	14,000.00	14,000.00	307,471.00	143,643.18	-	143,643.18
MA	4,365.00	156,562.01	31,000.00	31,000.00	31,000.00	191,927.01	(44,662.41)	71,924.16	27,261.75
MD	141,512.00	-	2,000.00	2,000.00	2,000.00	143,512.00	110,484.25	-	110,484.25
Mil Sc	3,657.00	-	5,000.00	5,000.00	5,000.00	8,657.00	(544.39)	3,501.00	2,956.61
MU	234,129.00	2,821.00	15,000.00	15,000.00	15,000.00	251,950.00	96,909.00	6,233.04	103,142.04
Marching Band	1,350,543.00	-	-	-	-	1,350,543.00	560,807.53	-	560,807.53
PHL	854.00	16,457.58	5,000.00	5,000.00	5,000.00	22,311.58	(9,417.01)	18,605.31	9,188.30
PH	10,695.00	31,966.00	10,000.00	10,000.00	10,000.00	52,661.00	4,751.44	34,683.72	39,435.16
PSC/CJ	32,437.00	5,002.66	10,000.00	10,000.00	10,000.00	47,439.66	5,099.62	3,397.56	8,497.18
PSY	(29,506.00)	(1,035.55)	15,000.00	15,000.00	15,000.00	(15,541.55)	(47,048.53)	1,704.03	(45,344.50)
PSY Lab	12,465.00	-	-	-	-	12,465.00	5,556.89	-	5,556.89
PSY Clinic	1,757.00	-	-	-	-	1,757.00	1,204.39	-	1,204.39
SY/AN	21,701.00	(5,644.82)	12,000.00	12,000.00	12,000.00	28,056.18	14,121.39	1,540.86	15,662.25
Archaeology Stu	(480.00)	-	-	-	-	(480.00)	(3,494.08)	-	(3,494.08)
Social WK	22,500.00	-	-	-	-	22,500.00	15,337.27	-	15,337.27
Art & Art History	(44,857.00)	6,576.52	13,000.00	13,000.00	13,000.00	(25,280.48)	(31.64)	8,226.95	8,195.31
Balance	2,236,608.00	292,914.86	244,000.00	244,000.00	244,000.00	2,773,522.86	908,980.51	278,147.52	1,187,128.03

66.67% of Fiscal year Elapsed

*Including encumbrances

Supplemental Funds	Grand Total
Overhead Funds	292,665.98
Professorship Fund Balances	467,665.15
Start-Up Funds	450,706.86
Student Fee Funds	1,293,212.82
Computer Lab Fees	557,921.02
	151,734.23
	\$ 3,213,906.06

College of Arts & Sciences

Departments	Operating	Supplemental	Overhead	Professorship	Student Fees	Computer Fees	Total
Air Force	2,018.85	429.58	-	-	-	-	2,448.43
Biology	19,470.71	15,969.27	14,231.22	-	1,815.90	-	51,487.10
Chemistry	(23,094.29)	19,756.55	7,492.67	40,711.76	(14,686.41)	200.00	30,380.28
Communications	39,731.52	11,810.00	-	-	183,989.14	5,871.63	241,402.29
Theatre & Dance	(6,448.74)	5,750.64	5,162.73	-	-	-	4,464.63
Theatre	7,266.60	-	38.48	-	1,952.37	-	9,257.45
Earth Science	1,679.51	1,245.51	33,808.98	22,235.15	37,804.45	1,187.00	97,960.60
English	2,126.11	56,742.79	26.50	12,881.17	-	-	71,776.57
Modern and Classical Lang. & Lit.	8,349.64	11,829.16	60.00	61,485.05	53,969.11	-	135,692.96
History	1,936.95	(468.46)	5,351.67	4,390.71	-	-	11,210.87
African American Studies	2,836.75	3,477.88	-	-	-	-	6,314.63
International Studies	390.00	1,787.97	-	-	-	-	2,177.97
Marine Sciences	143,643.18	-	75,526.97	7,535.22	-	-	226,705.37
Mathematics/Statistics	(44,662.41)	71,924.16	61,960.07	128,541.60	-	89,914.76	307,678.18
Math Development Studies	110,484.25	-	-	-	-	-	110,484.25
Military Science	(544.39)	3,501.00	-	-	141.52	-	3,098.13
Music	96,909.00	6,233.04	-	-	9,581.39	18,234.69	130,958.12
Marching Band	560,807.53	-	-	-	-	-	560,807.53
Philosophy	(9,417.01)	18,605.31	9,860.44	-	-	-	19,048.74
Physics	4,751.44	34,683.72	20,752.86	63,236.41	85,650.06	29,036.15	238,110.64
Political Science/Criminal Justice	5,099.62	3,397.56	-	49,055.52	1,138.38	-	58,691.08
Psychology	(47,048.53)	1,704.03	8,667.40	-	19,013.03	6,112.00	(11,552.07)
Psychology Lab	5,556.89	-	-	-	-	-	5,556.89
Psychology Clinic	1,204.39	-	-	-	-	-	1,204.39
Sociology/Anthropology/SW	14,121.39	1,540.86	26,619.93	60,634.27	1,041.30	1,178.00	105,135.75
Archeology Studies (Lab)	(3,494.08)	-	197,604.59	-	-	-	194,110.51
Social Work	15,337.27	-	-	-	-	-	15,337.27
Art & Art History	(31.64)	8,226.95	500.64	-	176,510.78	-	185,206.73
Total	908,980.51	\$278,147.52	\$467,665.15	\$450,706.86	\$557,921.02	\$151,734.23	\$2,815,155.29

#3

COMPARISON DATES: June 05, 2025 to May 30, 2024

College	FTFR	OtherFR	TotalFR	Sophomore	Junior	Senior	Unclassified	UG Total	GR Total	MD Total	Overall - Total
College of Arts and Sciences	-12	2	-10	-19	27	7	0	5	18	0	23
College of Ed and Prof Studies	-2	5	-8	-1	35	-8	0	29	-26	0	3
College of Engineering	-5	5	0	7	17	17	0	41	15	0	56
College of Medicine	0	0	0	0	0	0	0	0	-10	0	-10
College of Nursing	-3	3	0	10	24	66	0	100	-40	0	60
Covey College of Allied Health	4	-3	1	36	43	52	0	132	13	0	145
Graduate School	0	0	0	0	0	0	0	0	-11	0	-11
Mitchell College of Business	4	-1	3	13	-18	19	0	17	10	0	27
School of Computing	2	0	2	-17	-10	30	0	5	-16	0	-1
Totals:	-12	11	-1	29	118	183	0	329	-47	0	282

June 5, 2025

College	FTFR	OtherFR	TotalFR	Sophomore	Junior	Senior	Unclassified	UG Total	GR Total	MD Total	Overall - Total
College of Arts and Sciences	15	176	191	182	272	382	0	1027	158	0	1185
College of Ed and Prof Studies	13	56	69	114	184	277	0	644	280	0	924
College of Engineering	5	34	39	87	96	113	0	335	80	0	415
College of Medicine	0	0	0	0	0	0	0	0	35	1	36
College of Nursing	8	63	71	143	249	523	0	986	2257	0	3243
Covey College of Allied Health	11	35	46	136	145	258	0	585	424	0	1009
Graduate School	0	0	0	0	0	0	0	0	33	0	33
Mitchell College of Business	17	51	68	66	107	249	0	490	120	0	610
School of Computing	4	17	21	29	52	114	0	216	25	0	241
Totals:	73	432	505	757	1105	1916	0	4283	3412	1	7696

May 30, 2024

College	FTFR	OtherFR	TotalFR	Sophomore	Junior	Senior	Unclassified	UG Total	GR Total	MD Total	Overall - Total
College of Arts and Sciences	27	174	201	201	245	375	0	1022	140	0	1162
College of Ed and Prof Studies	15	51	66	115	149	285	0	615	306	0	921
College of Engineering	10	29	39	80	79	96	0	294	65	0	359
College of Medicine	0	0	0	0	0	0	0	0	45	1	46
College of Nursing	11	60	71	133	225	457	0	886	2297	0	3183
Covey College of Allied Health	7	38	45	100	102	206	0	453	411	0	864
Graduate School	0	0	0	0	0	0	0	0	44	0	44
Mitchell College of Business	13	52	65	53	125	230	0	473	110	0	583
School of Computing	2	17	19	46	62	84	0	211	41	0	252
Totals:	85	421	506	728	987	1733	0	3954	3459	1	7414

#4A

COMPARISON DATES: June 09, 2025 to June 03, 2024

College	FTFR	OtherFR	TotalFR	Sophomore	Junior	Senior	Unclassified	UG Total	GR Total	MD Total	Overall - Total
College of Arts and Sciences	-69	26	-43	16	55	54	0	82	10	0	92
College of Ed and Prof Studies	-83	17	-66	-21	60	13	0	-14	-24	0	-38
College of Engineering	10	-5	5	23	44	30	0	102	11	0	113
College of Medicine	0	0	0	0	0	0	0	0	4	36	40
College of Nursing	-48	-3	-51	-15	1	-49	0	-114	-288	0	-402
Covey College of Allied Health	0	-3	-3	51	36	49	0	133	46	0	179
Graduate School	0	0	0	0	0	0	0	0	-3	0	-3
Mitchell College of Business	-23	-20	-43	27	13	16	0	13	14	0	27
School of Computing	-50	-7	-57	-41	-7	28	0	-77	9	0	-68
Totals:	-263	5	-258	40	202	141	0	125	-221	36	-60

June 9, 2025

College	FTFR	OtherFR	TotalFR	Sophomore	Junior	Senior	Unclassified	UG Total	GR Total	MD Total	Overall - Total
College of Arts and Sciences	222	177	399	455	469	521	0	1844	141	0	1985
College of Ed and Prof Studies	70	106	176	223	297	304	0	1000	153	0	1153
College of Engineering	163	50	213	189	188	231	0	821	43	0	864
College of Medicine	0	0	0	0	0	0	0	0	17	262	279
College of Nursing	190	74	264	255	164	272	0	955	1549	0	2504
Covey College of Allied Health	163	67	230	263	227	246	0	966	75	0	1041
Graduate School	0	0	0	0	0	0	0	0	23	0	23
Mitchell College of Business	118	54	172	160	172	212	0	716	44	0	760
School of Computing	24	27	51	69	107	184	0	411	38	0	449
Totals:	950	555	1505	1614	1624	1970	0	6713	2083	262	9058

June 3, 2024

College	FTFR	OtherFR	TotalFR	Sophomore	Junior	Senior	Unclassified	UG Total	GR Total	MD Total	Overall - Total
College of Arts and Sciences	291	151	442	439	414	467	0	1762	131	0	1893
College of Ed and Prof Studies	153	89	242	244	237	291	0	1014	177	0	1191
College of Engineering	153	55	208	166	144	201	0	719	32	0	751
College of Medicine	0	0	0	0	0	0	0	0	13	226	239
College of Nursing	238	77	315	270	163	321	0	1069	1837	0	2906
Covey College of Allied Health	163	70	233	212	191	197	0	833	29	0	862
Graduate School	0	0	0	0	0	0	0	0	26	0	26
Mitchell College of Business	141	74	215	133	159	196	0	703	30	0	733
School of Computing	74	34	108	110	114	156	0	488	29	0	517
Totals:	1213	550	1763	1574	1422	1829	0	6588	2304	226	9118

Fall 2025 High Demand Enrollment Information as of Wednesday, 6/11/2025 LCs excluded (avoid confusion in labs)					
Course	Title	Fall 2024 Final Enroll	Fall 2025 Seating Avail	Fall 2025 Seating Assn	Fall 2025 Seating MAX
ARH 123	Art History II	114	91	54	145
ARS 101	Art Appreciation	661	312	278	590
BLY 101	Life Science I	312	209	161	370
BLY 101L	Life Science I Laboratory	556	337	279	616
BLY 102	Life Science II	102	8	102	110
BLY 121	General Biology I	261	163	173	336
BLY 121L	General Biology I Lab	337	147	207	354
CA 110	Public Speaking	772	240	532	772
CAS 100	Coll A&S New Student Seminar	125	63	37	100
CH 101	Survey of Inorg and Org Chem	97	18	77	95
CH 101L	Survey Inorg-Org Chem Lab	117	24	95	119
CH 131	General Chemistry I	490	89	328	417
CH 131L	General Chemistry I Lab	440	113	295	408
CH 201	Organic Chemistry I	176	27	187	214
CH 201L	Organic Chemistry I Lab	161	0	180	180
DRA 110	Introduction to Drama	257	158	129	287
EH 101	English Composition I	1081	161	289	450
EH 102	English Composition II	661	134	316	450
EH 215	Survey of British Lit I	177	26	159	185
EH 216	Survey of British Lit II	154	38	97	135
EH 225	Survey of American Lit I	184	2	223	225
EH 226	Survey of American Lit II	324	1	304	305
EH 235	Survey of World Lit I	105	85	97	182
EH 236	Survey of World Lit II	117	42	78	120
GEO 101	Atmospheric Processes	122	97	63	160
GEO 102	Landscape Processes	53	140	30	170
HY 101	HY of Western Civilization I	272	79	184	263
HY 102	HY of Western Civilization II	229	61	199	260
HY 135	US History to 1877	357	67	316	383
HY 136	US History since 1877	316	65	320	385
LG 131	Introductory Spanish I	242	75	207	282
MA 110	Finite Mathematics	516	240	210	450
MA 112	Precalculus Algebra	403	200	210	410
MA 113	Precalculus Trigonometry	290	152	154	306
MA 115	Precal Algebra-Trigonometry	13	29	1	30
MA 120	Calculus and Its Applications	131	71	104	175
MA 125	Calculus I	185	76	128	204
MTH 101	Essentials for Precalculus	138	85	58	143
PH 114	Physics with Algebra-Trig I	165	39	180	219
PH 114L	Alg-Trig Based Physics I Lab	163	5	180	185
PH 201	Cal-Based Physics	111	31	82	113
PH 201L	Cal-Based Physics Lab	113	43	82	125
PH 202	Cal-Based Phys II	78	23	95	118
PH 202L	Cal-Based Phys II Lab	76	8	97	105
PSY 120	Introduction to Psychology	520	265	340	605
ST 210	Stat Reason and Applic - C	409	107	349	456
SY 109	Introductory Sociology	243	54	202	256
SY 112	Social Problems	115	61	84	145
	TOTALS	13041	4561	8552	13113

New Faculty Orientation

Friday, August 15, 9am-2pm
MacQueen Alumni Center

- 9:00-9:30** Registration & Arrival
- 9:30-10:30** Welcome Messages from Academic Leadership, including President Bonner, Dr. Kent, among others
- 10:30-11:30** Teaching Circles, including syllabus, FERPA, and Canvas policies
- 11:30-12:30** Lunch
- 12:30-2:00** Campus Partner Tables, HR, Benefits, I-9

New Faculty Scholars and the New Faculty website!

- The ILC will be offering the [New Faculty Scholars](#) program again this year. This program is for full-time faculty (either tenure track or instructional) in their first or second year. You can support your new faculty by providing encouragement and time to participate in the New Faculty Scholars program.
- We also have a [New Faculty website](#) with information for new faculty. This was created from input we received from you. We encourage you to take a look at the website and let us know what we could add to welcome and orient our new faculty to South.

Streamlining the I-9 Process

- We're working with HR to facilitate the I-9 process. As we contact new faculty, we will include a message from HR with an I-9 timeline. It's important for new faculty to complete [Section One of their I-9s before August 15](#). Questions? Please reach out to Jenna Bond at jbond@southalabama.edu.

Message from Jenna Bond, I-9 Specialist:

Federal Form I-9 Sections 1 AND 2: **Strict completion requirements**

1. **BY AUGUST 15**, click [HERE](#) to complete Section 1 online using notes below.
2. To complete Section 2, you must provide acceptable ID(s) to HR by August 20. You can do this either when visiting the HR table at the ILC on **August 15**, or can come by the Campus HR Office anytime (no later than **August 20**).

- **I-9 Section 1 (online):** complete this online, linked above.

SPONSORED PROJECTS - 10/1/2024 TO 5/31/2025

College/Dept	Proposals		Awards		Award \$ Received		
	FY25 YTD	FY4 YTD	FY25 YTD	FY24 YTD	FY25 YTD	FY24 YTD	Change vs. FY24 YTD (\$)
Academic Affairs							
Academic Affairs	2	0	1	0	\$5,000.00	\$0.00	\$5,000.00
Totals	2	0	1	0	\$5,000.00	\$0.00	\$5,000.00
College of Allied Health							
Biomedical Sciences	0	1	0	0	\$0.00	\$0.00	\$0.00
Occupational Therapy	1	0	0	0	\$0.00	\$0.00	\$0.00
Radiological Sciences	0	0	0	1	\$0.00	\$10,000.00	-\$10,000.00
Speech Pathology and Audiology	3	3	0	0	\$0.00	\$0.00	\$0.00
Totals	4	4	0	1	\$0.00	\$10,000.00	-\$10,000.00
College of Arts and Sciences							
Biology	8	7	5	6	\$722,986.00	\$170,397.00	\$552,589.00
Center for Archeological Studi	10	6	8	4	\$1,091,793.00	\$262,774.00	\$829,019.00
Chemistry	3	2	0	1	\$0.00	\$66,136.05	-\$66,136.05
College of Arts and Sciences - Dean's Office	1	0	0	0	\$0.00	\$0.00	\$0.00
Earth Sciences	2	3	3	4	\$30,401.93	\$178,943.27	-\$148,541.34
English	2	2	0	1	\$0.00	\$5,900.00	-\$5,900.00
History	1	2	4	0	\$20,309.50	\$0.00	\$20,309.50
Marine Sciences	38	24	16	18	\$2,605,610.56	\$8,477,491.82	-\$5,871,881.26
Math and Statistics	9	7	2	1	\$34,914.00	\$5,000.00	\$29,914.00
Modern & Classical Languages and Literature	1	1	1	0	\$2,500.00	\$0.00	\$2,500.00
Philosophy	0	1	0	0	\$0.00	\$0.00	\$0.00
Physics	1	3	1	1	\$20,001.00	\$501,333.00	-\$481,332.00
Psychology	7	7	8	1	\$572,348.57	\$535,184.00	\$37,164.57
Soc / Anthro / Social Wrk	0	1	0	3	\$0.00	\$116,499.00	-\$116,499.00
Visual Arts	0	1	1	0	\$2,500.00	\$0.00	\$2,500.00
Totals	83	67	49	40	\$5,103,364.56	\$10,319,658.14	-\$5,216,293.58
College of Education and Professional Studies							
Coll of Educ./Profess. Studies - Dean's Office	3	1	1	1	\$10,000.00	\$49,999.70	-\$39,999.70
Counseling & Instructional Sciences	4	6	1	6	\$24,582.00	\$3,394,188.00	-\$3,369,606.00
Ed Office of Contracts	1	4	1	0	\$34,056.00	\$0.00	\$34,056.00
Health, Kinesiology and Sport	6	6	1	2	\$87,000.00	\$96,500.00	-\$9,500.00
Integrative Studies	0	1	0	0	\$0.00	\$0.00	\$0.00
Leadership & Teacher Ed	4	2	4	3	\$737,568.18	\$570,996.18	\$166,572.00
Totals	18	20	8	12	\$893,206.18	\$4,111,683.88	-\$3,218,477.70
College of Engineering							
Chemical Eng	2	0	1	1	-\$13,660.00	\$98,489.91	-\$112,149.91
Civil Eng	29	24	10	4	\$1,849,555.62	\$638,265.00	\$1,211,290.62
College of Engineering - Dean's Office	12	7	0	0	\$0.00	\$0.00	\$0.00
Electrical Eng	17	23	4	5	\$572,569.00	\$95,374.95	\$477,194.05
Mechanical Eng	7	5	2	3	\$402,788.00	\$16,378.00	\$386,410.00
Totals	67	59	17	13	\$2,811,252.62	\$848,507.86	\$1,962,744.76
College of Medicine							
Biochem/Molecular Biology	14	17	5	6	\$1,265,888.00	\$1,046,982.00	\$218,906.00
Center for Disaster Healthcare Preparedness	0	0	2	2	\$924,335.30	\$2,430,456.14	-\$1,506,120.84
Center for Healthy Communities	6	6	5	4	\$1,728,912.00	\$624,520.00	\$1,104,392.00
Center for Lung Biology	23	44	9	11	\$2,592,248.00	\$2,340,183.00	\$252,065.00
College of Medicine - Dean's Office	0	0	0	1	\$0.00	\$500,000.00	-\$500,000.00
Family Medicine	5	1	2	2	\$80,000.00	\$619,964.00	-\$539,964.00
Internal Medicine	0	1	2	3	\$77,267.00	\$95,499.00	-\$18,232.00
Microbiology/Immunology	18	11	2	8	\$274,400.00	\$557,660.87	-\$283,260.87
Neurology	1	0	1	1	\$20,000.00	\$20,000.00	\$0.00
OBGYN	0	0	2	4	\$73,456.00	\$140,908.00	-\$67,452.00
Orthopaedics	1	3	0	1	\$0.00	\$1,350.00	-\$1,350.00
Pathology	23	22	4	7	\$342,500.00	\$550,000.00	-\$207,500.00
Pediatrics	7	3	5	8	\$256,233.00	\$219,725.00	\$36,508.00
Pharmacology	16	9	7	5	\$573,498.00	\$442,194.00	\$131,304.00
Physiology/Cell Biology	2	5	2	2	\$689,007.00	\$418,048.70	\$270,958.30
Surgery	0	1	0	2	\$0.00	\$9,625.00	-\$9,625.00
Totals	116	123	48	67	\$8,897,744.30	\$10,017,115.71	-\$1,119,371.41
College of Nursing							
Adult Health Nursing	2	2	1	0	\$24,300.00	\$0.00	\$24,300.00
College of Nursing - Dean's Office	0	1	0	0	\$0.00	\$0.00	\$0.00
Community Mental Health	4	3	1	2	\$623,379.00	\$125,582.00	\$497,797.00
Maternal/Child Health	1	2	1	1	\$10,000.00	\$10,000.00	\$0.00
Totals	7	8	3	3	\$657,679.00	\$135,582.00	\$522,097.00
Division of Student Affairs							
Counseling and Testing Services	0	1	0	0	\$0.00	\$0.00	\$0.00
Division of Student Affairs	0	1	0	0	\$0.00	\$0.00	\$0.00
Upward Bound	0	0	0	1	\$0.00	\$309,505.00	-\$309,505.00
Totals	0	2	0	1	\$0.00	\$309,505.00	-\$309,505.00
Global USA							
Center for Cont. Education & Conf. Svs.	1	0	0	0	\$0.00	\$0.00	\$0.00

College/Dept	Proposals		Awards		Award \$ Received		
	FY25 YTD	FY24 YTD	FY25 YTD	FY24 YTD	FY25 YTD	FY24 YTD	Change vs. FY24 YTD (\$)
Global USA	1	0	0	0	\$0.00	\$0.00	\$0.00
Totals	2	0	0	0	\$0.00	\$0.00	\$0.00
Honors College							
Honors College	0	3	0	1	\$0.00	\$20,000.00	-\$20,000.00
Totals	0	3	0	1	\$0.00	\$20,000.00	-\$20,000.00
Innovation in Learning Center							
Innovation in Learning Center	0	1	1	0	\$174,154.77	\$0.00	\$174,154.77
Totals	0	1	1	0	\$174,154.77	\$0.00	\$174,154.77
Mitchell Cancer Institute							
MCI Clinical Trials	0	1	0	0	\$0.00	\$0.00	\$0.00
MCI Research	0	0	1	1	\$60,014.00	\$60,014.00	\$0.00
Mitchell Cancer Institute	9	6	5	9	\$246,000.00	\$249,730.00	-\$3,730.00
USA Health Clinical Trials	14	15	1	18	\$0.00	\$69,600.00	-\$69,600.00
Totals	23	22	7	28	\$306,014.00	\$379,344.00	-\$73,330.00
Mitchell College of Business							
Management	1	1	0	0	\$0.00	\$0.00	\$0.00
Marketing	0	1	0	0	\$0.00	\$0.00	\$0.00
Totals	1	2	0	0	\$0.00	\$0.00	\$0.00
Office of Diversity and Inclusion							
Office of Diversity and Inclusion	0	1	0	0	\$0.00	\$0.00	\$0.00
Totals	0	1	0	0	\$0.00	\$0.00	\$0.00
Office of Veteran Affairs							
Veteran Affairs	0	1	1	0	\$219,694.56	\$0.00	\$219,694.56
Totals	0	1	1	0	\$219,694.56	\$0.00	\$219,694.56
Research							
South Alabama Ionic Liquids (SAIL)	1	1	0	1	\$0.00	\$20,000.00	-\$20,000.00
Totals	1	1	0	1	\$0.00	\$20,000.00	-\$20,000.00
School of Computing							
Computer Science	0	1	2	1	\$29,973.00	\$15,000.00	\$14,973.00
School of Computing - Dean's Office	5	8	2	10	\$207,950.00	\$2,993,053.08	-\$2,785,103.08
Totals	5	9	4	11	\$237,923.00	\$3,008,053.08	-\$2,770,130.08
Simulation Lab							
Simulation Lab	0	1	0	0	\$0.00	\$0.00	\$0.00
Totals	0	1	0	0	\$0.00	\$0.00	\$0.00
USA Hospitals							
Childrens Womens Hospital	5	2	3	3	\$31,037.00	\$418,277.00	-\$387,240.00
University Hospital	0	2	1	8	\$671,140.00	\$5,520,814.37	-\$4,849,674.37
Totals	5	4	4	11	\$702,177.00	\$5,939,091.37	-\$5,236,914.37
USA Police							
USA Police	0	1	0	1	\$0.00	\$0.00	\$0.00
Totals	0	1	0	1	\$0.00	\$0.00	\$0.00
University Libraries							
Biomedical Library	0	1	0	0	\$0.00	\$0.00	\$0.00
University Libraries	1	0	0	0	\$0.00	\$0.00	\$0.00
Totals	1	1	0	0	\$0.00	\$0.00	\$0.00
Unknown							
Community Engagement	1	0	0	0	\$0.00	\$0.00	\$0.00
Soc / Anthro	2	0	1	0	\$2,275.00	\$0.00	\$2,275.00
Social Work	1	0	0	0	\$0.00	\$0.00	\$0.00
Totals	4	0	1	0	\$2,275.00	\$0.00	\$2,275.00
VP Fin and Adm							
Student Financial Success and Support	0	1	0	0	\$0.00	\$0.00	\$0.00
VP Fin and Adm	0	1	0	0	\$0.00	\$0.00	\$0.00
Totals	0	2	0	0	\$0.00	\$0.00	\$0.00
Grand Total	339	332	144	190	\$20,010,484.99	\$35,118,541.04	-\$15,108,056.05

10) Fall Convocation and the Week of Welcome on Monday, August 18th, 2025 (Dr. Loomis)

Please plan to have your department open house during this 12:30 - 2:30 time
Interest in coordinating pins or stickers by department? 250 =approx. \$90 - 120

11) A&S New Faculty-Orientation Tuesday August 19th (Dr. Loomis)

Location: Terrace Room
5:30 p.m. Reception for New Faculty
6:30 p.m. New Faculty Orientation

12) 2026-2027 Sabbatical Requests (Dr. Loomis)

Oct. 1, 2025: Proposal with Chair's recommendation due in Dean's Office.
Eligibility: Full-time tenured and tenure-track faculty who are in their sixth or subsequent year of continuous service at the University of South Alabama without having received leave with pay, or who are in their sixth or subsequent year following the completion of a previous leave with pay, are eligible to apply for sabbatical leave.

13) Tenure and Promotion Deadlines (Dr. Loomis)

- | | |
|----------|---|
| Aug. 22 | Deadline for the candidate to submit names and materials to Department Chair for external review. |
| Sept. 3 | Deadline for the Tenure Committee Chair/Promotion Committee Chair to contact the external reviewers. The Department Chair provides the Dean's Office with a completed copy of the departmental component of the Tenure and Promotion Committee form. |
| Sept. 12 | The Department Chair forwards materials for review to external reviewers by this date. The Dean's Office sends completed Tenure and Promotion Committee Forms to Academic Affairs by this date. |
| Oct. 21 | Submission Deadline for the candidate's portfolio. Candidate must upload all correctly formatted portfolio items indicated in section IV above to the Google Drive folder by this date in the correct format. <i>Candidate access to the Google Drive folder is restricted after this date.</i> |
| Nov. 3 | External reviews are due and placed by the Department Chair in the "Reviews.pdf" document in the candidate's Google Drive folder. |

- Dec. 5 Deadline for the completed Department Tenure Committee/Promotion Committee reviews. Deadline for Committee Chairs to add their recommendation narrative, and the completed and signed Tenure and Promotion Committee Forms, to the front of the “Reviews.pdf” document in each candidate’s Google Drive folder.
- Jan. 5 Deadline for the Department Chair to meet with the candidate and inform the candidate of the recommendation for promotion, tenure, or both. The Chair shares with the candidate his or her written recommendation for or against tenure/promotion and gives the candidate a copy this report, as well as of the “Departmental Review Notification” form.
- * Candidates for tenure and/or promotion have one week from the time of the meeting with the Chair to include any additional materials supporting his/her candidacy by sending them as a PDF to the Dean.
- Jan. 12 Deadline to submit all review materials, including Department Chair’s recommendation(s) and completed and signed Promotion and Tenure Recommendation and “Departmental Review Notification” form to the Dean’s Office.

14) Social Media Account Feature Stories (Dr. Loomis, Ms. Waddell)

15) Online General Education Courses (Dr. Loomis)

Let Loomis know if updates are needed to attached list (include only regularly taught online courses). There are now 10 online programs:
<https://www.southalabama.edu/onlineprograms/undergraduate-2.html>

“ONLN” attribute is available to reserve spaces in general education online courses if needed.

16) Watermark for FARs (Dr. Loomis)

Example blank report for 2024-5 attached.

17) FERPA Waiver Process (Dr. Loomis)

Instructions for new system in Campus ESP in email of 5/8/25 or contact Loomis.

18) Reminder to Notify Dean’s Office of New Staff Appointments (Dr. Loomis)

19) 12Twenty/Accelerate (Dr. Loomis)

USA College of Arts and Sciences Online General Education Plan (to start 2024)

Fall

	Course	Hrs
Area I	EH 101	3
Area II	ARH 100, ARH 103, ARH 123, ARH 203, ARS 101, CA 110, CLA 110, EH 225, EH 215, LG 131, LG 132, PHL 110, PHL 131, PHL 231, REL 100, REL 200, REL 201	3
Area III	BLY 101 and 101L, BLY 102 and 102L, GEO 101 and 101L, MA 110, MA 112, MA 113, ST 210	3-4
Area IV	AN 100, CA 100, GEO 114, GEO 115, HY 135, HY 136, HY 101, PSC 130, PSY 120, PSY 250, SY 109, SY 112	3

Spring

	Course	Hrs
Area I	EH 102	3
Area II	ARH 100, ARH 103, ARH 123, ARH 203, ARS 101, CA 110, CLA 110, EH 226, EH 216, LG 131, LG 132, PHL 110, PHL 131, PHL 231, REL 100, REL 200, REL 201	3
Area III	BLY 101 and 101L, BLY 102 and 102L, GEO 102 and 102L, MA 110, MA 112, MA 113, ST 210	3-4
Area IV	AN 100, CA 100, GEO 114, GEO 115, HY 135, HY 136, HY 102, PSY 120, PSY 250	3

Summer

	Course	Hrs
Area I	EH 101, EH 102	3
Area II	LG 131, LG 132, CA 110, ARH 101, ARS 101, EH 225, EH 226, PHL 121, PHL 131, REL 100, REL 201	3
Area III	BLY 101 and 101L, BLY 102 and 102L, GEO 101, GEO 102, MET 140 and 140L, MA 110, MA 112, MA 113, ST 210	3-4
Area IV	HY 135, HY 136, HY 101, HY 102, GEO 114, GEO 115, CA 100, PSY 120, PSY 250	3



#16

University of South Alabama - College of Arts and Sciences
Faculty Activity Report
Activity from to

Note: Save this document with your name (e.g. 2024 FAR Tom Smith) and submit an electronic copy and hard copy to your department secretary. FOR ANY ADJUSTMENTS NEEDED OR PROBLEMS WITH THIS DOCUMENT, PLEASE CONTACT SANGELA KING AT SBELLKING@SOUTHALABAMA.EDU OR CALL 251-460-6044.

NAME:

DEPARTMENT:

RANK:

Workload Distribution: Percentage of effort devoted to teaching, professional development, and service as determined by your department chair. (Standard Distribution is Teaching: 60%, Professional Development: 30%, Service: 10%.)

Teaching:

Professional Development:

Service:

A. TEACHING RESPONSIBILITIES

1. Classes and Laboratories Taught:

Summer Term

Office Hours Scheduled per week:

Dept. Abbr.	Course No.	Section No.	Lab Section	Description/title	Con. Hrs.	Cred Hrs.	Enroll.	CHG*
Summer Totals:								

Fall Term

Office Hours Scheduled per week:

Dept. Abbr.	Course No.	Section No.	Lab Section	Description/title	Con. Hrs.	Cred Hrs.	Enroll.	CHG*
Fall Totals:								

Spring Term

Office Hours Scheduled per week:

Dept. Abbr.	Course No.	Section No.	Lab Section	Description/title	Con. Hrs.	Cred Hrs.	Enroll.	CHG*
Spring Totals:								

* Credit Hours Generated (Credit Hours X Enrollment)

2. Student Advising and Direction

3. Other Teaching Activities

a. Internships, Theses, Projects, Directed Readings (in progress and completed)

b. Program proposals, new courses developed or first time preparations:

c. Other Teaching Activities (e.g. Guest Lectures, Course Improvements):

d. Graduate or Undergraduate Certificate Programs (may include administrative assignments):

4. Special Service or Assignment (may include administrative assignments)

Please describe special assignment or any reassigned time that you had:

B. PROFESSIONAL DEVELOPMENT

1. Publications:

- a. **Peer Reviewed Journal Articles:**
- b. **Peer Reviewed Book Chapters:**
- c. **Peer Reviewed Books and Monographs:**
- d. **Peer Reviewed Edited Volumes: Essay Collections, Anthologies, Editions of Primary Work, and Critical Apparatus:**
- e. **Non Peer Reviewed Journal Articles, Book Chapters, Prefaces, Introductions, and Afterwards:**
- f. **Peer Reviewed Textbooks:**
- g. **Non Peer Reviewed Textbooks:**
- h. **Non Peer Reviewed Book Chapters:**
- i. **Non Peer Reviewed Books:**
- j. **Other Non Peer Reviewed Publications:**
- k. **Book Reviews in Scholarly Journals:**
- l. **Editorship of Peer Reviewed Books or Peer Reviewed Journals:**
- m. **Editorship of Non Peer Reviewed Books and Non Peer Reviewed Journals:**
- n. **Member of Editorial Board for Peer-Review Journal or Journals:**
- o. **Abstracts:**
- p. **Juried Performances, Productions and Recitals:**
- q. **Other Performances, Productions and Recitals:**
- r. **Juried Exhibitions:**
- s. **Other Exhibitions:**
- t. **Recordings:**
- u. **Reviewer of Manuscript Submissions for Peer Reviewed Journal:**
- v. **Committee Member for External Tenure and Promotion Review Committee:**
- w. **Peer-Reviewed Book Republished in New Format (Paperback or Hardback):**
- x. **Scholarly Digital Archive, Database, Map, etc.**

2. Research, grant activity (For grants, list investigators' names, title of proposal, name of funding agency, amount of funding, date submitted, and whether or not funded):

a. Grants**b. Research Activity:**

3. **Participation in professional institutes, workshops, courses, conferences** (enhancing skills and/or knowledge):
4. **Presentations at professional national, regional and/or international conferences:**
5. **Other professional development** (e.g. media coverage of exhibitions, honors and awards, office holding in professional organizations, editing, reviewing, etc.):

C. PROFESSIONAL SERVICE

1. **Committee Service: Memberships (list offices held, if appropriate):**
 - a. **Departmental Committees:**
 - b. **Collegiate Committees:**
 - c. **University Committees:**
2. **Extracurricular participation** (Student Organization Advisor, etc.):
3. **Community Service Engagement – The College is interested in documenting the impact of faculty volunteer and compensated community and civic service in the region. Do not report service provided to the University in this section. List precise total number of hours claimed for the academic year for each service activity.:**
 - a. **Professionally Related Service to the Community:**
 - b. **Other Civic Service (unrelated to your professional or academic skills):**
4. **Service to Regional or National or International Organization Related to Your Teaching or Scholarly Field (please specify):**
5. **Service to Field Through Electronic Media: Research Blog, Academic Newsletter, Academic Social Media Postings, etc.**
6. **Students Involved in Research – (Include Departmental and University honors students and UCUR program students you supervised as well as students - paid or unpaid - who assisted with library research, data collection, data analysis, etc. Do not include students as research subjects.)**
7. **Professional Conferences, Meetings, and Symposia Held in Mobile or Baldwin County – The College is interested in documenting professional conferences, meetings and symposia that were held in Mobile and Baldwin County. Please note below any organizations with which you are affiliated that sponsored such an event in the past year.**

Students and Families

The University of South Alabama has partnered with CampusESP to provide a new online tool for students who wish to share their FERPA-protected records with family members. Students may select which specific records they want to share from a menu of academic and financial information. Students can update their preferences instantly at any time. Students who wish to share FERPA-protected records with their parents, family, or support person may grant or approve access through the South Family Connection (<https://usa.campusesp.com/campuses/families-of-current-students>) starting Monday, April 21, 2025.

University Administration, Faculty, and Staff

The South Family Connection (<https://usa.campusesp.com/campuses/families-of-current-students>) allows parents and family members to connect with their student(s) by sending them a request to access their records. The day after the request is approved by the student, they will have access to view their information. Before you release any information about a student, you must first check that the parent or family member is authorized through the South Family Connection (<https://usa.campusesp.com/campuses/families-of-current-students>).