

**College of Arts and Sciences Chairs Meeting
September 14, 2023
2:00 PM**

Agenda

- 1) Approve the Minutes of the June 22, 2023, Chairs Meeting
- 2) Introduction of A&S Development Officers (Ms. Aimee Meyers and Mr. Wes Clark)
- 3) Budget Update
- 4) Requests to Increase Staff Salaries
- 5) Fall 2023 Course Enrollments
- 6) A&S External Funding
- 7) Emeritus Professor Nomination Requests Deadline (October 6, 2023)
- 8) 2023 Dean's Lecture and Awards (November 7, 2023, MacQueen Alumni Center)
- 9) Faculty Non-Reappointments
- 10) Annual and Mid-Probationary Review of Faculty Members
- 11) Comprehensive Review of Chairs
- 12) AHE/AHS Relocation
- 13) Fall 2023 Textbook Orders (Dr. Kelly Major)
- 14) Program Reviews Update (Dr. Coleman)
- 15) 2022-2023 Assessment Update (Dr. Coleman)
- 16) Reassigned Time Requests (Dr. Coleman)
- 17) Football Tailgating 2023 (Dr. Loomis)
- 18) A&S Award Timeline (Dr. Loomis)
- 19) Mandatory Midterm Grades Reminder (Dr. Loomis)
- 20) Sabbatical Proposals Due on October 1, 2023 (Dr. Loomis)
- 21) USA Day Oct. 28, 2023 (Dr. Loomis)
- 22) 2023-2024 Tenure, Promotion, and Mid-Probationary Deadlines (Dr. Loomis)
- 23) Online General Education (Dr. Loomis)
- 24) NSSE Survey Proposal (Dr. Loomis)
- 25) Maintenance Access to SSASECT for Spring 2024 (Dr. Loomis)
- 26) Chat With a Professor for Fall 2023 (Dr. Loomis)
- 27) Courseleaf CIM and Curriculum Review Process Changes (Dr. Loomis)
- 28) Update on Proposed New Transient Approval Process (Dr. Loomis)
- 29) Other Business

Unapproved Minutes

Chairs' Meeting

Thursday, June 22, 2023

In Attendance: Dr. Kimball, Dr. Powers, Ms. Fitzsimmons, Dr. Moore, Dr. Harrington, Dr. Coym, Dr. Meeker, Dr. Sanders, Dr. Habel, Dr. Shelley-Tremblay, Dr. Hanks, Dr. Mulekar, Dr. Messenger, LTC. Sundahl, Dr. Loomis, Dr. Wierzbicki

Guests: Dr. Nicole Carr, Ms. Terri Lefeaux, Mr. Bryant Smilie, Dr. Kelly Major (Sitting in for Dr. Tim Sherman), Dr. Jaclyn Bunch (Sitting in with Dr. Philip Habel), Dr. Steve Rockwell (Sitting in for Dr. Robert Coleman), Dr. John Lehrter (Sitting in for Dr. Sean Powers during 1st half of meeting), Dr. Christine Rinne (Sitting in for Dr. Susan McCready), Maj. Aaron Gordon (Sitting in for LTC. Ruth Randolph)

Absent: LTC. Ruth Randolph, Dr. Lars Tatom (On-Leave), Dr. Robert Coleman, Dr. Timothy Sherman, Dr. Susan McCready,

1. The minutes of the February 16, 2023, Chairs' Meeting were approved.
2. Dr. Wierzbicki introduced Dr. Nicole Carr. She spoke on behalf of Ms. Kristi Clayton who is the Activities Director for the Second Year Experience (handouts). This project was recommended by the Student Success Team. The Second Year Experience Project is grant funded and open to all students. However, its focus is on lower income students and those that are first-generation college students. The program has four major components: leadership, academic coaching, experiential learning, and tutoring. Each year interested faculty members are asked to participate in the program and they can receive \$2,500/yr. for their participation.
3. Dr. Wierzbicki introduced Ms. Terri Lefeaux and Mr. Bryant Smilie. They discussed the grant submission policy (handouts). Ms. Lefeaux asked for grant proposals to be submitted five days in advance of the deadline. An A&S grants website will be launched soon. A cost shares and course buyouts committee is being formed to create policies to prevent overextension of the budget. New software called Priority (BA) will soon be implemented for grant tracking. Training will be offered after the software has been installed. PIs will now be approved in EPAFs. The NSF is prepared to stop funding for the whole University due to lack of reporting by faculty.
4. The budget update, as of May 31, 2023, was reviewed (handouts). The departments have \$645,784 in overhead funds. There is over \$1 million in start-up funds. Student fees have decreased to \$443,000 which shows that the funds are being used for their intended purpose. On June 16, 2023, the second installment of the travel funds was received from Academic Affairs in the amount of \$44,403, which is \$194.75 per full-time faculty member, excluding OYOs.
5. Dr. Wierzbicki talked about summer enrollment (handouts). The enrollment for the University is 7,232, which is a decrease of 0.28% from last summer. Undergraduate enrollment has increased by 3.93%. Graduate enrollment has decreased by 4.45%. Baldwin County has increased enrollment by 32%. A&S undergraduate enrollment has increased by 10.37%. A&S graduate enrollment has decreased by five students, which is a 3.60% loss. Credit hour production for A&S has increased by 844, which is a 7.65% growth.
6. Dr. Wierzbicki went over fall enrollment as of June 20, 2023 (handouts). The University's enrollment is down by 287 students compared to June 20, 2022. A&S enrollment is up by 75 students so far compared to last year.
7. The Academic Affairs New Faculty Orientation was discussed (handouts). The orientation will take place on Tuesday, August 15, 2023 from 8:00 a.m. to 12:00 p.m. The Dean asked the Chairs to explain to their new hires which courses they are going to teach so that they can be prepared for the semester ahead of time. At this time, A&S has ten new full-time tenure-track faculty members starting this fall. There are also one-year-only faculty

members that have been hired for the upcoming school year that will help balance the shortage of new faculty hires.

8. Dr. Wierzbicki went over the external funding update (handouts). As of May 31, 2023, \$3,013,166 has been awarded compared to \$17,623,801 last year. That difference is primarily due to the two large multi-year awards received by the Center for Archaeological Studies and Marine Sciences last year. So far, the College has submitted 75 proposals compared to 54 submitted this time last year and has been awarded 42 grants compared to 35 awarded last year. Currently, A&S is managing approximately \$52,671,000 in external funding with 134 active grants.
9. Dr. Wierzbicki talked about the staff and administrators/managers (110) performance evaluations (handouts). Evaluations are due to Human Resources by August 15, 2023. The deadline for Chairs to submit evaluations to the Dean's Office is July 28, 2023, so that the Dean has a chance to review and sign them before they are sent to HR.
10. Dr. Wierzbicki spoke about the Comprehensive Review of Chairs. There are three scheduled for this academic year and there are five scheduled for the upcoming school year. The Dean will inform the Chairs who will be reviewed during the annual evaluation meetings.
11. Baldwin campus courses were discussed. A&S is now allowed to offer any courses of our choosing. This allows classes to be offered in a variety of ways. There was talk of offering evening classes, weekend classes, and remote classes that enable students to attend the same class in two different locations at the same time. Possible incentives were discussed for faculty who will have to commute to Baldwin County.
12. The 2023-2024 Program Reviews were mentioned (handouts). The two English programs, Meteorology, and MCLL are scheduled to complete their program reviews by December 2023. Criminal Justice, two Dramatic Arts programs, Environmental Toxicology, Philosophy, Physics, Studio Art and Visual Arts started their reviews for the 2023-2024 academic year in February of this year. Anthropology has requested an extension.
13. There was an update for the annual assessment (handouts). A new system from Watermark is replacing Nuventive. Training on the new system will be offered. No assessment data will be entered for the 2022-2023 academic year. However, by October 26, 2023, Chairs will enter their program assessment plans into Watermark.
14. Dr. Loomis talked about the Fall Convocation and the Week of Welcome (handouts). August 21, 2023 will be convocation day. Departments were encouraged to hold an open-house on that date from 2-3:30 p.m.
15. Dr. Loomis mentioned the A&S New Faculty Orientation at 6:00 p.m. on August 22nd via Zoom. Part-time and full-time faculty are asked to attend. He asked the Chairs to send him the names and email addresses of all new faculty.
16. Dr. Loomis discussed 2024-2025 sabbatical requests. He reminded the Chairs that if there is more than one applicant per department, they must rank the applicants within their recommendation letters. The deadline for sabbatical proposals is September 15, 2023.
17. Dr. Loomis reminded the Chairs of the tenure and promotion deadlines (handouts). Dr. Wierzbicki mentioned that promotion eligibility letters, sent annually from the Dean's office, are notification of faculty's first-time promotion eligibility date, as required by Academic Affairs.
18. Mental health resources for students and faculty were discussed (handouts). Kognito is the training software for faculty and staff for working with students or staff who may have a mental health issue. TogetherAll is a new resource for students. It involves supervised anonymous peer to peer mentoring. The University is the charter-Alabama member of JED Campus, which is an organization that works on assessments of institutions and finding strategic plans for helping institutions work with the mental health needs of their populations. Dr. Loomis then mentioned that there are two new counselors that have been hired in the Counseling and Testing Office. Dr. Loomis encouraged Chairs to share this information with their faculty.

19. Dr. Loomis talked about online Gen Ed courses (handouts). An online Criminal Justice program may be offered in the College of A&S. A&S will then have to develop a fully online general education curriculum. Dr. Loomis asked the Chairs to email him updated or new online course information and possible online minors by June 29, 2023. Dr. Rinne stated that Spanish would be the language offered for the Criminal Justice program. Dr. Loomis recommended temporarily lowering the course cap for online courses for the upcoming fall semester in order to save spaces. The spreadsheet in the handouts will be sent to the Chairs electronically and will include a summer component.
20. Dr. Loomis went over the ASMS Articulation Agreement (handouts). He thanked all of the Chairs who participated in the ASMS new articulation agreement last winter. The agreement is active. However, it will not be published in the bulletin. Dr. Loomis noted that departments with courses listed may receive course override requests. He stated that student outcomes will be monitored.
21. The new appeals process for suspensions was discussed (handouts). Dr. Loomis stated that students may appeal suspension if they have had significant personal issues that affected their academic performance. They will need to email appeals@southalabama.edu, and if approved, they will need to create an academic recovery plan with an advisor.
22. Dr. Loomis talked about Map Your Path and (Re)Engage (handouts). The Map Your Path program will allow University advisors to work with students in any community college across the state. Each department is asked to have a designated person who will be prepared to answer questions that can't be answered by advisors. Dr. Loomis asked the Chairs to let him know who will be their department's designated person after the meeting. (Re)Engage is a program for University of South Alabama students who have stopped out but have a reasonable chance of coming back and finishing. There were 11 students last year who were able to return to classes. This year the program is expected to be bigger. Dr. Loomis explained that as with the Pathways program, AATS will be the point of contact for advising for even those with greater than 30 credit hours. Navigate South will now be used for scheduling advising appointments. Departmental staff can be trained in Navigate South so that they can then assist their department's faculty with using Navigate South appointment scheduling.
23. Dr. Loomis discussed summer orientation (handouts). Ms. Kelly Taylor has taken over coordinating A&S orientations with AATS. She has emailed instructions to the Chairs.
24. Other business:
 - a. Dr. Wierzbicki announced that both he and Dr. Loomis will be going on vacation. Dr. Wierzbicki will be away from the office from 6/26 - 7/4. Dr. Loomis will be away from 6/26 – 7/7.
 - b. Dr. Shelley-Tremblay mentioned issues with the StartSouth program regarding parental involvement. Dr. Loomis stated that parental involvement issues can be handled at the high school. Ms. Alice Abernathy would be the person that would contact the high school counselors.