**Department Meeting**

October 05, 2015

12:00pm – 1:15pm, LA 148

**Faculty Present:**

Aasand, Amidon, Anders, Bassett, Bischoff, Cain, Dehr, Fleming, Hile, Kaufmann, Keller, Kopec, Minton, Roberts, Rumsey, Sandman, Stewart, Sun, Thompson, Whalen, and White

**Initial Business:**

Meeting called to order at 12:01PM

Agenda for October 05, 2015 approved. Minutes from September 21, 2015 approved.

**Informational Items:**

* **Kudos to: - None reported**
* **Committee Reports:**
	+ **Peer Review Committee:** Mary Ann indicated that the Peer Review Committee would like to create a three-member Faculty Assistance Committee. COMM’s guidelines can serve as a template for this new committee/process. The committee will provide mentorship for tenured faculty seeing promotion to full professor. Anyone interested in serving on this committee for Elizabeth Keller, please contact Mary Ann Cain.
	+ **USAP:** Hardin is working on the report and will send drafts to the department as they are completed.

* **Sabbatical Deadlines**
	+ Sabbatical applications are due to COAS by Wednesday, Oct 7th.
* **Student Evaluations**
	+ Hardin announced that student evaluations will now be done online. Discussion ensued regarding student incentives to complete evaluations.Jacqueline Reynolds will come to the next department meeting to give more information and options to encourage student participation.

**Old Business:**

* **Revisions of Composition Committee for *Enchiridion***
	+ The proposed changes to Composition Committee membership were emailed and hard copies were circulated. Motion to accept the changes (Rumsey/Bischoff) passed.
* ***Enchiridion* Revisions (e.g. teaching/research appointments, etc.)**
	+ Tabled until next meeting
* **Polling LTLs on Departmental Concerns**
	+ Damian will report at the next meeting. Qualtrics survey will be sent out by the end of the semester.
* **Replacement for Sun and Bischoff on Faculty Senate During Sabbaticals:**
	+ Nominations (Minton/Kaufmann) of Rachel to replace Hao during spring sabbatical, to begin immediately and Steve to replace Shannon for 16-17 during full-year sabbatical passed unanimously.
* **Coordinating Committee – New P&T Criteria:**
* Coordinating Committee has been meeting & discussing Promotion and Tenure criteria. Discussion ensued regarding current and possible new criteria. Motion (Hile/Amidon) to strike the sentence “Normally the evaluator will visit the class at least three times” from Peer Review section (sec. J) of the *Enchiridion*. Floor opened for discussion. Further revisions should be directed viaEmail to Coordinating Committee, which will work to change the language of the document. Motion passed
* **Possible new Gen Ed Courses (vis-à-vis L101/L102 enrollments):**
	+ Hardin discussed the impact that the Gen Ed program and lower secondary education enrollments have had on the department (i.e. lower L101/L102 enrollments). All are asked to think about ways to address this issue for future course distributions.

**New Business:**

* **Follow Up from Dean’s Visit:**

A range of items were discussed:

* + “Re-branding” of COAS in new campus climate.
	+ Development of metrics for new USAP report
	+ Requesting new CLs to absorb more of the current teaching loads handled by LTLs and TAs.
	+ COAS Publications will promote faculty accomplishments and compile data to demonstrate departmental successes. Shannon (through Institute for Research, Scholarship, and Creative Endeavors) will also send information to VCAA regarding faculty success.

**Item form the Floor:**

* **Bassett –** Has a small collection of rare books and materials in his office. If interested in using the materials for teaching, please let him know.

**Meeting adjourned at 1:09 PM**

**Next Meeting:**

* Monday, November 02, 2015 at noon in LA 148