

Minutes
HSS Department Chairs Meeting

Wednesday, May 6, 2009

4:00 p.m. CN 233

1. *Dean's Council Items:*

- a. Program Discontinuance, 5 year reports from Bruce Tebbs, dean's next meeting to discuss is June 8th, need essentiality statements from each department chair by May 15th,
- b. Eccles
 - i. Visiting Scholar for 2009-2010 – send any suggestions to the dean
 - ii. HSS has 2 Eccles scholarships to award
 - 1. need to know the criteria
 - 2. Need to know the amount
- c. Associate Provost/Dean of Graduate Studies job will be posted soon
- d. Glen Pryor discussed changes in Federal Law that concern illegal downloading. As of July 1, 2010, ISBN's for all textbooks must be placed in the course schedule.
- e. Enrollment
 - i. Spring 2009 was up 10%
 - ii. Summer is up 9.3%
 - iii. Fall is up 5%
- f. Computer User Committee needs two names per college of faculty/staff willing to serve on this university committee
- g. Undergraduate Curriculum Committee
 - i. PSY 3510 and PSY 4530 are approved
 - ii. No new courses added unless another course is deleted
- h. Patrick Clarke mentioned a module based course for students on academic probation to track their progress.
 - i. Dpt chairs want to know what course was deleted so that the above mentioned course could be added – please see item 1G

2. *HSS Senators:*

3. *Department/Other Items*

- a. Program Fees Chart handout
 - i. Department Income
 - ii. Department Expenses
 - iii. IDEA
 - 1. Student Survey
 - 2. Outcomes Based
 - 3. HSS would like to start testing starting Fall 2009 semester
 - 4. Nationally normed results
 - 5. Summative evaluation (processed between mid terms and the end of the semester)
 - 6. HSS Faculty will receive packet at HSS retreat on August 20th
 - 7. IDEA link will be e-mailed to faculty this summer to review
- b. 5 year HSS Academic Program Review from University Committee
 - i. e-mailed to the chairs for comments
 - ii. department chairs need to e-mail their comments to the dean
- c. Commencement Review
 - i. Take out the games from the back of the program
 - ii. Certificates were not listed in the program this year
 - iii. Dpt Chairs shake hands after they read the student's names
 - iv. The speaker for HSS was excellent
 - v. Next year Commencement is on Friday and there will be 4 convocation ceremonies in the Centrum on Saturday (Business, Education, HSS, Science)

4. V. LRT QUESTIONS from April 27, 2009 Dean's Minutes

- a. Dean Eves brought up faculty concerns from an LRT training this past week. The Deans' reiterated that all pertinent information could come in a one inch three-ring binder. Supporting information should be kept in a separate binder and presented only upon request. (*A department chair asked what requests would validate needing to see the additional binder.*) This information is to be disseminated from deans to their chairs, to their faculty. This will be done to alleviate faculty members concerns that they might be penalized for sending less information than most have done in the past. The policy is clear on what information should be included, and this needs to be the practice.
 - i. HSS Dean suggests including the following:
 1. Vita
 2. FAAR's
 3. Teaching
 4. Research
 5. Service
 6. Grants
 7. Publications
 8. Summative Evaluations
 9. Role Statements – brief 1 page self reporting to indicate faculty support of department mission statement
 - ii. Additional binder can include any additional material the faculty member deems relevant
- b. The Provost asked the deans to give him the names of individuals that will be serving on LRT committees for the upcoming academic year. Available names are as follows:
 - i. James Vlasich
 - ii. Art Challis
 - iii. Stan Gwin
 - iv. Brian Heuett
 - v. Pat Paystrup
 - vi. Terry Blodgett
 - vii. Kirk Fitzpatrick
 - viii. Earl Mulderink
 - ix. Larry Ping
- c. HSS needs to replace Terry Blodgett and Earl Mulderink who are at the end of their three years terms.

5. Committee Replacements Needed

- a. <http://www.suu.edu/ad/senate/committees.html> for Faculty Senate Committee

Faculty Publication Award and Student Scholarship Committee (was Hector Garza)

(2-year term; 1 representative from each college and 1 at-large representative)

Charge: Evaluate the annual award for the best scholarly publication by a Faculty member, solicit and arrange for display of faculty scholarship, and arrange for binding of faculty work if applicable. Evaluate the award for the Student Scholarship (this award is to provide a tuition scholarship and fees for one year for two applications, provided the recipient maintains 12 credits per semester and a 3.0 GPA.

- b. Department chairs will submit names of faculty willing to serve on this university committee

6. Department Chairs rotation

- a. Communication 3 years – voting to take place Spring 2010
- b. English 3 years – voting to take place Spring 2012
- c. Foreign Language 3 years – voting to take place Spring 2012
- d. History and Sociology 3 years – voting to take place Spring 2010
- e. Political Science and Criminal Justice 3 years – voting to take place Spring 2010
- f. Psychology 3 years – voting to take place Spring 2012

7. Next Meeting: Wednesday, May 13th, 2009 4:00 p.m. CN 233

- a. this meeting will include budgets for 2009-2010
- b. final Program Fees for 2009-2010
- c. *Summer Meeting Schedule – as needed, will try to conduct most business via e-mail*
- d. *Department Chair responsibility in the summer to include less meetings, and a lighter schedule*

8. *Reminders*

- a. LRT Policies
- b. Internship Credit - Task Force Department Policies needed (have Psychology, Political Science, History and Sociology)
- c. Dates
 - i. Wednesday, May 6th – Grades Due
 - ii. Maymester - May 4 through May 22
 - iii. 1st Session – May 26 through June 30
 - iv. 2nd Session – July 1 through August 7
 - v. Wednesday, August 12th – All summer grades due
 - vi. August 16th – Faculty Contracts Begin
 - vii. August 17th - Opening Meetings
 - viii. August 20th - HSS Fall Retreat 9:00 am in CN 227

9. Adjourned at 5:15 pm