

In Attendance: LT Goode, Dr. Sherman, Dr. Forbes, Dr. Aucoin, Dr. Tatom, Dr. Terwey, Dr. Trout, Dr. ter Horst, Dr. Strong, Dr. Kiene, Dr. Mulekar, MAJ Brigg Sturgis, Dr. Moore, Dr. Meecker, Dr. Sanders, Dr. Habel, Dr. Turner, Dr. Hanks, Ms. Fitzsimmons, Dr. Loomis, Dr. Wierzbicki

Absent: LTC Lamont, Dr. Kimball, Dr. Messenger, Dr. Powers, LTC Morris, Dr. Gruner, Dr. Coleman

Guests: Dr. Cecelia Martin, Dr. Jenny Manders

Dr. Wierzbicki announced the appointment of Dr. Laura Moore as Interim Chair of Music and Dr. Richard Ward as Interim Chair of Communication. Dr. Greg Gruner will retire on July 1, 2018, and Dr. Jim Aucoin will retire on September 1, 2018.

1. The minutes of the February 22, 2018, Chairs' Meeting were approved.
2. TracDat annual assessments are due on August 31, 2018. Assessments should include two objectives for each department. Chairs reviewed handouts as Dr. Cecelia Martin discussed Annual Reporting guidelines and changes in department reporting. The program-level assessment report is due to SACS in March 2019.
3. Chairs were updated on the remaining program reviews for the 2017-18 academic degree program review cycle.
4. Dr. Jenny Manders, Associate Professor of Integrated Studies in the College of Education and Professional Services, spoke with Chairs about internship opportunities through the USA Gulf Coast Internship Academy in South Baldwin County. The Gulf Shores facility is available for conferences/retreats. State rates are available for lodging located next to the facility.
5. Chairs reviewed the estimated budgets as of May 31, 2018. Departments have \$2,230,208 in self-supporting funds. There should be no spending from supplemental accounts that are in deficit. Projected summer revenues this year will be lower due to lower summer enrollments. The 2017 summer revenues were \$978,000, a decrease of 11% from summer 2016. A&S budget cuts are estimated at \$1.8 million. A projected loss of 10% in enrollment is expected for fall 2018, when compared to fall 2017. There was discussion about budget cuts.
6. The University had a 5.73% decrease in enrollment for the summer 2018 semester when compared to summer 2017. The College saw an 8.21% decrease in undergraduate credit hour enrollment. There was a 21.65% decrease in graduate credit hour enrollment. There was an 18.8% decrease in enrollment at the Baldwin County Campus.
7. Dr. Wierzbicki distributed a list of enrollments for high-demand courses for the fall semester. There was discussion about strategies to better predict student enrollment.
8. Academic Affairs' New Faculty Orientation is scheduled for Thursday, August 16, 2018. Attendance is mandatory for new full-time faculty but is only recommended for part-time faculty. Chairs were asked to contact their new faculty to confirm their attendance.
9. Fall 2018 Convocation is Monday, August 20, 2018, at 11:00 a.m. and will be followed by lunch on the Mitchell Center lawn at noon. Open house for the Colleges is from 1:00 – 3:00 p.m. Move-In Day is Saturday, August 18, 2018.
10. Dr. Wierzbicki distributed the sponsored activity reports. There were 56 grants funded this year, totaling \$2,194,181 for the College. Chairs were asked to encourage their faculty to submit grant proposals in order to increase external support for the College.
11. Dr. Wierzbicki reminded Chairs that the performance evaluations for all staff and administrators/managers are due to the Dean's office by July 27, 2018. The evaluation period is June 15, 2017, to June 14, 2018. This applies to staff and administrators/managers hired on or before March 31st. Chairs were asked to contact the Dean with any questions regarding evaluations prior to meetings with individuals.

12. Dr. Loomis announced that the A&S New Faculty Orientation and Reception will be held at the Faculty Club on Wednesday, August 15, 2018. The reception will be at 5:30 p.m., and orientation will begin at 7:00 p.m. The orientation is required by the College for all new faculty. All A&S faculty are invited to the reception.
13. Dr. Loomis informed Chairs that the deadline for faculty to submit sabbatical proposals for the 2019-20 academic year is September 15, 2018. Dr. Loomis reminded Chairs of the new eligibility requirement of the updated Sabbatical policy.
14. Dr. Loomis distributed a summary of Tenure and Promotion deadline dates and a handout of faculty with tenure eligibility and promotion eligibility. Application information and guidelines were sent to faculty. The Tenure and Promotion process is now fully electronic. Chairs were informed of procedural changes, including the use of Google Drive folders in place of paper binders and the need for chairs to scan and upload external reviews to the candidate's electronic folders.
15. Dr. Loomis proposed to change the name and eligibility requirements for the Junior Faculty Achievement Award. Chairs voted to keep the current name and requirements.
16. Dr. Loomis announced that titles must be placed on variable-content courses each semester in order to fulfill bulletin requirements and to ensure that students who take a variable content course more than one time will receive the appropriate indication on their transcript.
17. Chairs were informed of the Banner probation report, ZSGR0093.
18. Dr. Loomis announced that starting this fall, transfer advising holds will be added for first-semester transfer students until they are advised. This will affect departments that do not already have advising holds for upper-level students. Transfer advising holds will not duplicate existing advising holds.
19. Academic Advising and Transfer Services (AATS) asks that departments be available for advising of prospective transfer students in an effort to supplement orientation advising.
20. Dr. Loomis distributed the summer orientation schedule.
21. Chairs were reminded that USA does not enforce other institutions' prerequisites or degree requirements for admission to our courses for transient students.
22. Chairs were asked to ensure that instructors' assignment of incomplete grades is done in accordance with the University's policy, which requires that an "I" be assigned only in instances of mitigating circumstances such as medical emergencies that are demonstrably beyond the control of students.
23. Dr. Mulekar brought up the discussion of PCard usage and guidelines.
24. Dr. Wierzbicki announced that Department Chairs and staff must complete Banner 9 training by August 15, 2018. Ms. Krista Foley will send a list of staff members who have not signed up for training.
25. Dr. Wierzbicki announced the A&S Town Hall Meeting with President Waldrop on October 16, 2018, at 3:30 p.m., in the LPAC auditorium.
26. Chairs were reminded that completed Professor Emeritus nominations are due by the end of September, 2018.