

**College of Arts and Sciences Chairs Meeting**  
**November 20, 2025**  
**2:00 PM**

**Agenda**

- 1) Approve the Minutes of the September 18, 2025, Chairs Meeting
- 2) SGA Supported Projects (Mr. Cameron Lewis and A&S Senators)
- 3) Learning Communities (Dr. Nicole Carr)
- 4) Budget Update
- 5) External Funding Update
- 6) Annual Part-Time Faculty Evaluations Reminder
- 7) Departmental Advisory Boards
- 8) Evaluation of Teaching Effectiveness (Dr. Loomis and Dr. Coym)
- 9) Departmental Program Reviews (Dr. Coleman)
- 10) Assessment Update (Dr. Coleman)
- 11) Reassigned Time Requests Reminder (Dr. Coleman)
- 12) Courseleaf CIM, CAT, and Proposal Deadlines Reminder (Dr. Loomis)
- 13) Graduate Assistant Deadlines and Processes (Dr.Loomis)
- 14) Probationary, Mid-Probationary, Tenure, and Promotion Deadlines (Dr. Loomis)
- 15) 2025-2026 Internal Grant Deadlines (Dr. Loomis)
- 16) Hire A Jag (Dr. Loomis)
- 17) Schedule Changes, Major Changes, Grade Changes in DocRoute (Dr. Loomis)
- 18) Marketing Update (Dr. Loomis, Sarah Wadell)
- 19) Registrar Training and Resources (Dr. Loomis)
- 20) Giving Overrides for Courses Online, Navigate South Appointments (Dr. Loomis)
- 21) Fall 2025 University Commencement on Friday, December 12, 2025, at 10 a.m.
- 22) Other Business

## Approved Minutes

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### Chairs' Meeting

Thursday, September 18, 2025

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In Attendance: Dr. Roma Hanks, Dr. Jason Coym, LTC. Ross Clark, Dr. Jack Shelley-Tremblay, Dr. Zoya Khan, Dr. Kara Burns, Dr. David Messenger, LTC. Kurt Chapman, Dr. Ellen Harrington, Dr. Kelly Major, Dr. Justin Sanders, Dr. Kevin Meeker, Dr. Laura Moore, Dr. Madhuri Mulekar, Dr. Jung Hwa Choi, Dr. Christina Johnson, Dr. Robert Coleman, Dr. Eric Loomis, Dr. Andrzej Wierzbicki

Guests: Ms. Sarah Waddell, Dr. Raj Chaudhury, Dr. Brandi Kiel Reese (sitting in for Dr. Sean Powers), Dr. Corina Schulze (sitting in for Dr. Jaclyn Bunch), Dr. Carol Sawyer (sitting in for Dr. Sytske Kimball)

Absent: Dr. Sean Powers, Dr. Jaclyn Bunch, Dr. Sytske Kimball

1. The minutes of the June 12, 2025, Chairs' Meeting were approved.
2. Dr. Wierzbicki introduced Dr. Raj Chaudhury from the Innovation in Learning Center (handouts). Dr. Chaudhury discussed Title II and Digital Accessibility Considerations. He stated that in the plans of the D.O.J., by April 24, 2026, all electronic content provided to students must be accessible whether or not an instructor has a student with an accommodation request. He spoke about the different elements of standard. They are images and graphics, documents, multimedia, and keyboard navigation. Some of the Chairs expressed concern about captioning picture and video content.
3. Dr. Chaudhury talked about the Evaluation of Teaching (handouts). The university policy on the assessment of teaching effectiveness has been officially updated. He spoke about peer review of teaching and how to develop the evaluations. Dr. Wierzbicki stated that the Arts & Sciences policy for evaluations would be made on a college level instead of on a departmental level.
4. Dr. Wierzbicki discussed Departmental Advisory Committees. These committees were formed to give feedback from the community on how our student graduates represent our University by meeting the direct expectations of the workforce and to bring money into the College. He asked the Chairs to send him a list of people who would be beneficial by serving on a small advisory board on the College level by October 31<sup>st</sup>. Once the board is established, the bylaws can be determined.
5. Dr. Wierzbicki spoke about Teaching Overload Requests. He asked the Chairs to plan ahead for overloads. Maximum credit hours with overloads should be 18 hrs. for full-time instructors and 9 hrs. for part-time instructors.
6. Dr. Wierzbicki presented the budget update, as of August 31, 2025 (handouts). Departments have over \$3.2 million in reserve funds. There is over \$213,000 in supplemental funds. Overhead has around \$464,00 in funds. The professorship fund has over \$480,000 in it. There is over \$1.2 million in start-up funds. The Dean urged the Chairs to use their start-up funds so that Academic Affairs does not withhold funding for start-ups in the future. There is around \$669,000 in student fees. The Dean encouraged the use of the start-up funds to purchase supplies and equipment for student needs. The June installment of travel funds has been dispersed at 1,000 per full-time faculty member including OYOs. The next installment will be dispersed in January.

7. Dr. Wierzbicki went over fall enrollment (handouts). The University total enrollment is 14,285, which is an increase of 2.01 percent from last fall. We have the largest first-time freshmen with an enrollment of 2,137 students. 554 of those first-time freshmen are in A&S. The A&S undergraduate enrollment has increased by 1.58 percent from last fall. A&S graduate enrollment is at 293 this fall. Overall A&S enrollment for fall is 2,986. A&S credit-hour production has increased by 4.52 percent compared to last fall with a total of 47.9 percent of the total credit hour production for the University. Overall, University credit-hour production has increased by 3.4 percent since last fall.
8. Dr. Wierzbicki reviewed the external funding update (handouts). As of August 31, 2025, the College has submitted 104 proposals compared to 103 submitted this time last year and has been awarded 62 grants compared to 62 awarded last year. The College has \$7.9 million in sponsored projects at this time with 161 active grants.
9. Dr. Wierzbicki discussed Emeritus Professor nomination requests. He stated that those that are nominated are already retired. Nominations should include a letter of recommendation from the Chair, including a listing of how the departmental vote was split and the nominee's updated CV. The Dean's submission deadline for nominations is October 3, 2025.
10. Dr. Wierzbicki announced the Dean's Lecture and Faculty Awards Ceremony, scheduled for Thursday, November 6, 2025, at the MacQueen Alumni Center. This year's Dean's Lecturer will be Dr. Kevin Meeker, Chair of the Department of Philosophy. The Dean asked the Chairs to encourage all of their faculty to attend.
11. 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 prior to the faculty member's last day of employment, or February 12, 2026. In the second year of service, notice should be given at least six months prior to the last date of employment (November 14, 2025). After two or more years of service, notice should be given at least twelve months prior to the last date of employment (April 24, 2026).
12. Dr. Wierzbicki reminded Chairs of the annual and mid-probationary review of faculty members. The list from Ms. Paula Medveal has not yet been received this year. The Dean stated that he will send it to the Chairs as soon as he receives it.
13. Dr. Coleman discussed Program Reviews. He noted that the Dramatic Arts B.A., Communication M.A., and the Sociology B.A. are in progress. He also noted that the program reviews starting in spring 2026 will be the Biology B.S. inclusive of the double majors in the College of Education, the Biology M.S., the Communication Studies B.A., and the Geology B.S. Someone from the Office of Institutional Effectiveness will be in touch with the Chairs.
14. Dr. Coleman reminded Chairs that all data for the annual assessment will need to be entered into Watermark by Friday, September 5, 2025. He has been reviewing assessments and providing comments. He stated that Dr. Katherine Friedrich is available for assistance, if needed.
15. Dr. Coleman asked Chairs to submit their reassigned time requests by Friday, December 5, 2025. Requests are to be submitted as a Word document. Dr. Wierzbicki discussed giving warnings about reassigned time to faculty members who have not been keeping up with their professional productivity.

16. Dr. Loomis discussed football tailgating (handouts). He notified the Chairs that the November 22<sup>nd</sup> date is still open if anyone was interested.
17. Dr. Loomis reminded Chairs about mandatory midterm grades (handouts). Grading will open on Monday, September 29, 2025. The deadline for submission of midterm grades online via PAWs is Monday, October 6, 2025, by 10:00 a.m.
18. Dr. Loomis discussed 2024-2025 sabbatical requests (handouts). Proposals with Chair recommendations are due on Wednesday, October 1, 2025. Recommendations must include details of course coverage during the faculty member's proposed leave. If Chairs have multiple applicants, Chairs must rank the faculty sabbatical applications in their recommendation letter, per University policy.
19. Dr. Loomis discussed the upcoming USA Day on Saturday, November 1, 2025 (handouts). There will be a college fair without departmental tables this fall.
20. Dr. Loomis reminded the Chairs of the tenure and promotion deadlines (handouts). Chairs should review the names of candidates on the handout and let him know if any additions or deletions are needed. The submission deadline for the candidate's portfolio is October 21, 2025 at 5:00 p.m. January 5, 2026, is the deadline for the Department Chair to meet with candidates. Dr. Loomis reminded the Chairs that they can share their recommendation letter but not the department committee letter with tenure and promotion candidates. Once Chairs have met with them, the candidates will then have seven days to submit any additional materials to either Dr. Loomis or to Dr. Wierzbicki. January 12, 2026, is the final deadline for submission of all materials to the Dean's Office.
21. Dr. Loomis talked about program adjustments and general education adjustments (handouts). Program adjustments can be made by Chairs for students in their programs on a case-by-case basis. General education adjustments are adjustments made to the University's (and indirectly ACHE's) general education curriculum. These adjustments can be initiated by A&S Advisors Ms. Kelly Taylor, Ms. Shylonda Stewart, and Ms. Sangela King.
22. Dr. Loomis and Ms. Sarah Waddell discussed faculty photos (handouts). Dr. Loomis suggested that faculty photos be done by the same professional. Ms. Waddell recommended that when hiring a photographer, multiple departments could possibly share the same photographer during one session. She stated that if it's been more than five years since pictures have been taken, new pictures are probably due. She also suggested that everyone update their bios.
23. Dr. Loomis and Ms. Sarah Waddell discussed departmental websites (handouts). Dr. Loomis asked Chairs to review their websites and cut back on text heavy websites. Ms. Waddell says that websites get much better SEO ratings with shorter content and content broken up into multiple bullets. She suggested using wording that is short and friendly. She said that old content did not have to be deleted but instead, it can be archived.
24. Dr. Loomis talked about Courseleaf CIM and curriculum deadlines (handouts). Bulletin access begins Wednesday, October 1, 2025. The deadline for changes to program requirements is on Monday, January 19, 2026. The deadline for changes not affecting program requirements is Friday, May 8, 2026. The deadline for new courses affecting program requirements is Monday, January 19, 2026. New courses not affecting program

requirements is March 9, 2026. New or reduced course fees for fall 2026 is March 9, 2026. New program proposals or substantial changes to programs are due on Monday, April 13, 2026.

25. Dr. Loomis went over campus telephone and Windows updates (handouts). 1) Microsoft is phasing out Windows 10 starting Friday, October 10, 2025. 2) Starting this fall, E911 enhanced emergency services will be activated for all IP phones. 3) VPN is now the only approved method for remote desktop access. 4) The issue with users not receiving phone calls or text messages is not within CSC's scope of responsibility.
26. Dr. Loomis talked about the faculty research areas webpage (handouts). He asked if Chairs wanted to edit this page on our faculty website and or to take it down. It was agreed to delete the page.
27. Dr. Wierzbicki announced that the Fall Commencement will be held on Friday, December 12, 2025, at 10:00 a.m. in the Mitchell Center Arena.
28. There was no other business.

12) Courseleaf CIM, CAT, and Proposal Deadlines Reminder (Dr. Loomis)

Changes for the 2026-7 Bulletin

Changes to program requirements (e.g., revised course requirements, changes to elective blocks, revised program admissions requirements, etc.)

**January 19th, 2026**

Changes not affecting program requirements (e.g., editing descriptions, formatting, faculty listings, etc.)

**May 8th, 2026**

Changes to Courses

New courses affecting program requirements (courses required by new programs or revised program requirements), or changes to existing courses that affect summer or fall 2026 student registration (e.g. changes to prerequisites or course attributes).

**January 19th, 2026**

New courses not affecting program requirements or changes to courses not affecting fall registration (e.g., course description)

**March 9th, 2026**

New or revised course fees for Fall 2026

**March 9th, 2026**

Changes to Programs

New program proposals or substantial changes to programs that require review by ACHE (e.g., new majors) for Fall, 2027

**April 13th, 2026**

13) Graduate Assistant Deadlines and Processes (Dr.Loomis)

Spring 2026

Graduate Appointment Form Deadline (GTA, GA, GRA): Dec. 8 2025

Payroll Deadline (EPAF) for spring appointments: Jan 11<sup>th</sup> 9:00

Summer 2026

Graduate Appointment Form Deadline (GTA, GA, GRA): May 7 2026

Payroll Deadline (EPAF) for summer appointments: Jun 9<sup>th</sup> 9:00

Fall 2026

Graduate Appointment Form Deadline (GTA, GA, GRA): July 27 2026

Payroll Deadline (EPAF) for spring appointments: Aug. 17 9:00

14) Probationary, Mid-Probationary, Tenure, and Promotion Deadlines (Dr. Loomis)

**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, 2026** 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, 2026** 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.

15) 2025-2026 Internal Grant Deadlines (Dr. Loomis)

Support and Development Awards (SDA)

- a. Call for Proposals Oct 2<sup>th</sup>, 2025
- b. Proposal Deadline Nov. 25<sup>th</sup>, 2025

Summer Professional Development Awards (SPDA)

- a. Call for Proposals: Oct 17<sup>th</sup>, reminder Nov. 26<sup>th</sup>, 2025.
- b. Proposals due Jan 9<sup>th</sup>, 2026.

Faculty Awards

- a. First call for Nominations will be December 1, 2025
- b. Nominations due by 5:00 p.m., Feb. 13<sup>th</sup>, 2026.
- c. Supporting Materials from applicants due March 13<sup>th</sup>, 2026.

16) Hire A Jag (Dr. Loomis)

17) Schedule Changes, Major Changes, Grade Changes in DocRoute (Dr. Loomis)

Schedule changes active fall 2025. Major changes and grade changes spring 2026.

18) Marketing Update (Dr. Loomis, Sarah Wadell)

19) Registrar Training and Resources (Dr. Loomis)

New Training Page includes Banner access requests, Courseleaf, Degree Works, FERPA

<https://www.southalabama.edu/departments/registrar/trainingandresources.html>

20) Giving Overrides for Courses Online, Navigate South Appointments (Dr. Loomis)

- Online Override Requests with Google Forms (e.g., Chemistry, Biology Depts.)

- Appointments in Navigate South. Dallas Schmidt can arrange training  
dallasschmidt@southalabama.edu