

Unapproved Minutes  
Chairs' Meeting via Zoom  
Thursday, September 23, 2021

---

In Attendance: Dr. Kimball, Dr. Sherman, Ms. Fitzsimmons, Dr. Sheldon, Dr. Tatom, Dr. Harrington, Dr. Messenger, Dr. Mulekar, Dr. McCready, LTC. Randolph, LTC. Jared Sunsdahl, Dr. Coym, Dr. Moore, Dr. Meeker, Dr. Powers, Dr. Sanders, Dr. Habel, Dr. Shelley-Tremblay, Dr. Hanks, Dr. Loomis, Dr. Coleman, Dr. Wierzbicki

Absent:

Guests: Dr. Angela Coleman

1. The minutes of the June 24, 2021, Chairs' Meeting were approved.
2. Dr. Angela Coleman discussed the upcoming SACS accreditation. She explained that if the University is not accredited, we lose Title IV funding. Drafts of the narrative are due from the writing team by December 15, 2021. A SACS website is being built that will allow everyone to see who is on the Leadership team. Narratives will be complete by March 2022. The narratives have been divided into two categories, differentiated review and internal evaluation for compliance. The compliance certification is due September 8, 2022. Dr. Coleman invited Chairs to become SACS evaluators. A focus report and QEP's will be submitted at the end of January 2023. A SACS team will visit our campus in March of 2023 to verify information and/or help us achieve compliance, if we are found non-compliant. For those who want to look into this further, we are considered a Track-B institution and the class of 2023.
3. Dr. Wierzbicki discussed the budget update as of August 31, 2021 which shows that almost 92% of the fiscal year had elapsed (handouts). Discrepancies in Psychology's operating budget are still being fixed. After budget cuts, Arts and Sciences still owes \$576,240. Summer enrollment dropped by 17.2%. This summer's total salary expense was approximately the same as last year, with lower enrollment this year. Dr. Wierzbicki stated that he still plans to allot \$1,000 per faculty member to each department. Academic Affairs will allot half of the new travel money in December 2021. The Departments have around \$2,784,625 in reserve accounts—roughly \$356,000 more than at this time last year. The difference can be attributed to decreased travel expenses. The start-up fund balance is currently \$727,101 for new faculty research. We lost 19 faculty members and gained 17.
4. Dr. Wierzbicki discussed the Fall 2021 enrollment (handouts). Our freshman enrollment is up 13% for this fall. Transfer student enrollment is up 8% for this fall. New international student enrollment has doubled since last fall. Arts and Sciences undergraduate enrollment decreased by 4.76%. Graduate enrollment has increased by 3.52%. Fall 2021 final headcount enrollment for Arts and Sciences is 2,545 undergraduates and 235 graduates.
5. Dr. Wierzbicki reviewed external funding in the College. A total of 34 grants have been awarded to date as opposed to 41 last year. There have been 93 grant proposals submitted this year compared to 70 last year. Arts and Sciences' funding YTD is \$9,737,973, which is \$3,522,111 more than last year's funding of \$6,215,862. The department of Psychology received \$5,860,633 in new funding, and \$11,539,341 is expected to be received by the School of Marine and Environmental Sciences at the beginning of 2022. The College is expected to have over \$29,454,000 in research grant funding this year.
6. Dr. Wierzbicki announced that Emeritus Professor nominations are due on October 8, 2021. The Chairs were reminded that the professors nominated must already be retired, not planning to retire. Each department must submit the faculty voting results, CV, and a substantial narrative for their nominated candidate.
7. This year's Dean's Lecture and Faculty Awards Ceremony is scheduled for Wednesday, November 3, 2021 at 5:30 p.m. at the MacQueen Alumni Center Grand Ballroom. Dr. Phil Carr will give this year's Dean's Lecture.

8. 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 in advance of the faculty member's last day of employment. In the second year of service, notice should be given at least six months in advance of the last date of employment. After two or more years of service, notice should be given at least twelve months ahead of the last date of employment. For twelve-month faculty, notices should be given in the same intervals. See handouts for the difference in dates. Dr. Wierzbicki offered to explain more at a later time, if necessary.
9. Dr. Wierzbicki reminded the Chairs of the annual and mid-probationary review of faculty members (handouts). Those faculty members that will go through a mid-probationary review will not have an annual review. All annual reviews of full-time and part-time faculty members must be submitted by April 6, 2022. Mid-probationary reviews must be submitted by Friday, March 11, 2022. Faculty members eligible for tenure will not have an annual or mid-probationary review.
10. Dr. Wierzbicki discussed comprehensive review of Chairs (handouts). Chairs are required to go through a comprehensive review every five years. Currently eleven Chairs qualify for the review. Three to five Chairs will be reviewed each year. The longest serving Chairs will be reviewed first. There will be three Chairs reviewed during the Spring 2022 semester of this academic year.
11. Dr. Coleman discussed the 2021-2022 Assessment. He asked the Chairs to review all assessments before submission.
12. Dr. Coleman reminded the Chairs to submit their reassigned time requests by December 1, 2021. He stated that if Chairs have faculty members who have not published peer-reviewed work for some time, those persons may be in jeopardy of losing reassigned time.
13. Dr. Loomis mentioned the Arts and Sciences award timeline (handouts). Announcements for nominations will be sent out for faculty awards, support and development awards, and summer professional development awards.
14. Dr. Loomis gave a reminder about mandatory midterm grades (handouts). The deadline for submission of midterm grades online via PAWs is Monday, October 11, 2021 by 10:00 a.m.
15. Dr. Loomis discussed sabbatical proposals (handouts). The chair's letter accompanying each proposal should include a detailed explanation of instructional coverage and cost if the leave is awarded. All materials including Chairs' recommendations are due by October 1, 2021.
16. Dr. Loomis talked about the Arts and Sciences College Preview Days and USA Days (handouts). Preview Days this year will be October 18<sup>th</sup> and 25<sup>th</sup>. Please see handout for list of departments by date. One or two representatives will be needed from each major or department. Fine and Performing Arts will be allowed 17-20-minute presentations, and all other majors will be allowed 10-minute presentations. There will be two USA Days this year: November 13, 2021 and March 26, 2022. Representation from each department is critical. Chairs were asked to submit the names of faculty members participating for Preview Days to Dr. Eric Loomis and for USA Days to Dr. Crystal Thomas.
17. Dr. Loomis spoke about the 2021-2022 tenure, promotion, and mid-probationary deadlines (handouts). The tenure and promotion candidate deadline for application packages is October 22, 2021. The external reviewers' letters are expected by November 5, 2021. The department committees' recommendation packages are due on December 3, 2021. January 7, 2022 is the deadline for Chairs to meet with the candidates and inform them of the recommendation for tenure, promotion, or both. All review materials are to be submitted by January 14, 2022. Dr. Loomis asked all Chairs to review the list of tenure and promotion candidates to make sure that no one is missing from the list.
18. Dr. Loomis stated that tenure and promotion committee meetings may be held in-person or remotely. If meetings are held remotely, Chairs should have their committee chairs review and follow the instructions for anonymous polling (see handout).
19. Dr. Loomis referred to Dr. Angela Coleman's discussion regarding the 2022-2023 SACSCOC timeline. Please see the handout for deadlines.

20. Other Business: Dr. Wierzbicki mentioned that the Spring and Summer 2020 Graduate Recognition Ceremony will take place at 5:00 p.m. at the Mitchell Center on Friday, October 1, 2021 (handout). All faculty who would like to participate are asked to arrive in full regalia by 4:30 p.m. Please R.S.V.P. by emailing [graduation@southalabama.edu](mailto:graduation@southalabama.edu). He then mentioned the procedure for faculty search approval. Bobbie Hancock stated that all future faculty search approval requests are to include the following: the departmental/program enrollment headcount, credit hour production with part-time and full-time faculty trends for the past four years, FOAPAL, and salary requests.