

College of Education and Behavioral Science
Academic Chairs Council Meeting Minutes
December 4, 2024, 10:00 am
Ed/Comm 330

1. Dr. Hux asked the chairs to provide the Dean's office with the dates they will be out between the final day of classes and the beginning of the holiday break.
2. The leadership team discussed department budgets.
3. Dr. Hux reminded the leadership team that all faculty members should be giving final exams to their students.
4. Final grades are due Dec. 16th by noon.
 - a. Please ask faculty to check banner to make sure their grades roll over from Canvas.
 - b. There was a discussion of adjuncts using Incompletes. One of the concerns noted was that sometimes the adjuncts are not available to change the grade once the student has completed the work. Dr. Hux noted that department chairs should have knowledge of all incomplete grades given within their department but are not responsible for changing the grades.
5. Spring workload: Although professional advisors have been told the first draft of the workload will be **due** Jan. 6 it appears the first draft from the registrar's office will be **released** Jan. 6.
 - a. Registration for fall and summer opens Feb. 10th.
6. Simple syllabus is in place for Spring 2025. It is not user friendly.
7. Dr. Hux shared with the leadership team that PRT & Merit Dates are on the back of today's handout.
8. Dec. 7th COEBS has a suite for women's basketball game vs. Jackson State. All members of the team were invited to attend.
9. Dr. Hux reminded the chairs to please check mailboxes in the Dean's office.

10. ADC updates

- a. If faculty members are interested in receiving equity, please have them complete the forms and turn them in as soon as possible. Dr. White is waiting for faculty senate to provide an equity plan because they made a request for input into the process. Dr. Hux stated that we really want to reward the people who are doing the work.
- b. The Provost spoke about academic freedom and whether faculty truly understand the concept of academic of freedom. For our faculty, *academic freedom is influenced by the faculty member's area of expertise*. Faculty must be able to distinguish between academic freedom and freedom of speech.
- c. The Arkansas legislative session will focus their attention on higher education this year.
- d. Some instructors are being hired and given course release for other activities. Instructors should be teaching a 5/5 load and not doing service. Chairs can appoint a faculty member to do service jobs. If the faculty member does not accept the appointment, the refusal should appear in their end-of-year evaluation.
- e. Advising is changing this spring. Please make sure all checksheets are up to date in Banner. Faculty members can also help complete the plans of study for students.
- f. Comment from Dr. Wheeler-Gryffin: Please ask advisors to send course substitutions to the program coordinators for approvals. If forms are approved by coordinator, could then go to the registrar's office without the department chair's signature? Dr. Hux will talk to the advisors and Sharon McDaniel about Transfer Evaluation Substitution System, instead of using the course substitution forms.

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- g. Comment: Dr. Alicia Shaw asked about approval of the Professional Learning Form. Dr. Grymes recommended individuals request a portfolio to demonstrate where the knowledge has been used.
- h. Dr. Hux asked to make sure transcripts for all adjuncts have been submitted to the Office of Academic Affairs.
- i. Dr. Hux provided each chair with a student to faculty ratio sheet for Fall 2024.
- j. There will be a chair's meeting Friday, Dec. 6th.

Updates

Dr. Bowser (Outreach and Engagement): She had a CAEP Standard 2 update meeting and it went well. She will start working with Howl to support Catrina and their internship program.

She will work with West Memphis and Dr. Alan Hays to create a State based training initiatives

She will be applying for a character initiative grant. It will be due Dec. 17th.

She is putting together an ALA group to create initiatives. This will take place at the DoubleTree Hotel in LR.

Dr. Shaw (ELCSE): The recruitment committee meeting and CAEP meeting went well. Candidate visits went well this semester and received lots of great feedback that can be added to the CAEP report.

Dr. Wheeler-Gryffin (HPSS): The department search committees reviewed applications, but interviews will not occur until spring. Exercise Science self-review is almost complete, The Site visit will occur around spring break. FYI: If a faculty member receives extra compensation and goes on medical leave, the extra compensation stops. This could be an issue.

Nov. 22nd Jeff Puritan's Letter indicated the university must take part in the NIL lawsuit which the NCAA and Sunbelt Conference settled. The A-State must pay \$350,000 per year over the next ten years.

Dr. Grymes (TE): Another faculty member is leaving but has agreed to teach via distance learning. TE faculty are redesigning their curriculum to meet the new residency requirements and advocating to drop some courses that could impact other departments in the college (like PE). Friday's TE meeting should result in draft proposals for Elementary and Mid-level curricula. These new curricula must make accommodations for both online and face-to-face courses. El ED students are going to a museum and Crystal Bridges. Jan. 23-24.

Dr. Pimpleton-Gray (Psychology and Counseling): The school counseling faculty has a presentation accepted for an ethics conference. Students who are HOWL interns will host a webinar on grief during the holidays next Monday.

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BS psych committee has retained an external reviewer for their state review. He will be here in the Spring. Search for neuropsych/experimental interviews were held via Zoom; candidates will arrive this spring. Clinical Mental Health has a closing date of Jan. 2. Clinical Mental Health will also start the process of preparing for the CACREP Review in the spring.

A final note from Dr. Hux: A writing team will be created for the Character Initiative grant. Dean's from other colleges will be invited to participate. Faculty members will also be invited to participate. CETL will be invited to participate. The grant offering is \$50,000.

The next meeting will be a holiday party for the college and is scheduled for Dec. 17th, lunch will be served.