

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – January 9, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held on Monday, January 9, 2006. All chairs were present.

Dean Search. Dr. Buchanan reviewed the status of the dean search process for the college chairs.

Science Fair and Junior Academy follow-up. Dr. Hamilton opened the discussion about a successor for Dr. Rapp. Dr. Runge said that Dr. Felling will be taking over for Dr. Taylor, and Mr. Mimms and Dr. Bland will be taking over for Dr. Rapp. Dr. Rapp will be working closely with the group for the next couple of years. Dr. Nolan Carter's name was mentioned as possible replacement for Dr. Manion as coordinator of the Junior Science Academy.

Faculty Research Web Pages follow-up. Dr. Hamilton set March 15 as the deadline to have the faculty Research Web Page linked to the departments.

Syllabi content reminder. Dr. Hamilton stressed the importance of following the syllabi handout guidelines. The handouts were once again given to the chairs.

Newsletter. Extra copies of the newsletter were given to the chairs and Dr. Hamilton encouraged them to distribute them to interested parties. Dr. Hamilton stated that he has already started work on the spring newsletter. The chairs were told that Dr. Hamilton needs their departmental highlights input for the spring newsletter by March 1st.

Burgess Award. The chairs were reminded that January 31 is the deadline for students to apply for the \$2500 Burgess fellowship. A discussion followed about possible candidates for the Burgess guest lecturer position.

Grants.Gov. Dr. Hamilton asked that the chairs ensure faculty are aware that we will soon have to submit all federal proposals using Grants.Gov. Dr. Buchanan pointed out that this is especially important with Deborah Walz leaving Sponsored Programs.

Library Budget. The library budget was discussed.

Faculty Handbook. The chairs were asked to bring their copies of the Faculty Handbook to the next CoC meeting, January 23. Dr. Becky Williams will be our guest to discuss changes in the August 2005 Faculty Handbook.

Misc. Announcements.

February 23 NSF will have a regional workshop at Western Kentucky University in

Bowling Green. Appropriate faculty should be encouraged to attend. Sponsored Programs will help with the cost. Presentations would be sought upon return to campus.

MFAT scores were handed out. Dr. Hamilton asked chairs to see that students received their scores as soon as possible.

Dr. Hamilton briefly discussed the Arkansas INBRE Mentored Research Fellowship for faculty and students. The application, which may be copied, will be kept in the Dean's office. Please check with Jima Bowman.

Dr. Hamilton reiterated the dates for the spring CoC meetings;

January 9, 23

February 6, 20

March 6

April 3, 17

May 1

Chair Reports.

Biology. Dr. Runge and Mr. Mimms have applied for the Elementary and Middle School Partnership project. The department's search in Genetics and Microbiology have about 15 applications each.

Computer Science. The department is in touch with Acxiom regarding a proposal workshop. On March 3rd Acxiom will hold the annual conference at Brewer-Hegeman, and the annual programming competition will be held in the Student Center Ballroom.

Math. Dr. Garimella reported that student Jason Torence will present a paper at the AMS-MAA meeting in San Antonio January 12. The department has received 40 applications for the Numerical Analysis Math position and 115 applications for the Applied Mathematics position.

Chemistry. Dr. Taylor reported that Micah Abrams has accepted the Computational Chemistry position. The Biochemistry search is proceeding. A committee will meet to discuss the top group of candidates.

Physics. Dr. Addison reported that Dr. Scott Austin is presently at the American Astronomical Society convention in Washington D.C., where he is presenting a paper.

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – January 23, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, January 23, 2006. All chairs were present. Dr. Becky Williams was a guest.

Guest. Dr. Buchanan introduced and welcomed Dr. Becky Williams. Dr. Williams discussed changes in the Faculty Handbook. A lengthy discussion followed and suggestions for changes effecting CNSM were offered. Dr. Williams explained that the suggestions would be taken under advisement by the Faculty Handbook Committee.

Mentoring of new faculty. Due to time constraints this subject was postponed until a future meeting.

Reminders:

Burgess Fellow applications, January 31st. Dr. Hamilton reminded the chairs to nominate appropriate students.

MFAT, March 3rd, 1 – 4 p.m.

Outstanding Student Nominees, January 30th.

Spring Poster Symposium, April 21st, 2 – 3 p.m., abstracts due April 7th.

Dr. Hamilton handed out books to the chairs to be distributed to new faculty.

The Design and Page Layout Skills seminar offered in Little Rock March 16th was discussed. Dr. Hamilton encouraged the chairs to take advantage of the opportunity.

The subject of the NSF regional workshop to be held at Western Kentucky University February 23rd was once again brought up. Dr. Hamilton stated that Sponsored Programs would very much like for CNSM faculty to attend.

Chair Reports.

Biology. Dr. Runge briefly talked about the departmental search for Microbiology and Immunology positions.

Computer Science. Dr. Hu related that out of 110 applications, one candidate for the Computer Science position has been chosen for an interview and will be on campus January 30th and January 31st. Dr. Hu announced that the post doctorate research scholar position has been filled by Alexandre Goldsztejn. He is from France, and will be assisting Dr. Hu with research until July 7th. Dean Buchanan suggested that the department provide some publicity on this.

Math. Dr. Garimella commented on the job searches for the Numerical Analysis and Applied Math positions saying that candidates will be interviewing during February.

Chemistry. Dr. Taylor related that two candidates will be interviewing for the Biochemistry position within the next two weeks.

Physics. Dr. Addison passed.

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – February 20, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, February 20, 2006. All chairs were present.

Handouts. Dr. Buchanan distributed several handouts to the chairs. Among the material was the list, provided by Dr. Roden, of students on probation. Dr. Buchanan suggested that advisors could use this information. There was also a memo from the Registrar to Dr. Roden about the May 3rd graduation ceremony. The times are 10:00 a.m., 2:00 p.m. and 5:00 p.m.

Tenure and Promotion guidelines. Dr. Hamilton discussed the necessity of having departmental procedure guidelines for tenure and promotion on file in the dean's office. He requested that the chair-prepared guidelines be faculty approved before sending to the dean's office for final approval.

PAF's. Dr. Hamilton reminded the chairs to be thorough and accurate when filling out PAF's. He stressed the importance of using sequence numbers in the Reason for Appointment space of the form, particularly for part time and visiting faculty.

Purchase Orders. Dr. Hamilton asked the chairs to always make a clear and understandable statement on the Justification of Purchase line of the purchase order. And, if items are for "student research," state that, and not just "research."

Departmental Letters of Appointment. The process of the chairs generating letters of appointment was discussed briefly. Dr. Hamilton stressed that there should be copies of the letters on file in the dean's office.

General Science Degree. Dr. Addison addressed the need of a committee being formed to review the general science degree. It is Dr. Addison's opinion that the degree should be more focused. It was agreed that Dr. Addison would chair the committee with a faculty member from each lab science department on it. The review will be undertaken during the Fall semester.

Athletic Absences. An example of a letter asking for excused absences for an athletic social event was handed out and Dr. Addison pointed out conflicts with concurrent lab course enrollment. Dr. Buchanan decided that he would take the problem to the Council of Deans.

Electronic Courses. Dr. Addison asked the chairs to consider the policies of accepting electronic courses. Dr. Buchanan suggested that the college handle this internally.

Chairs Reports.

Biology. Dr. Runge spoke about the ongoing searches for the positions in the department. He felt that decisions about two of the searches would be made by Wednesday.

Computer Science. Dr. Hu announced presentations by three Computer Science students at upcoming conferences.

Math. Dr. Garimella reported that the Masters of Applied Mathematics was approved by the board and will now go to the state level for review and approval.

Physics. Dr. Addison announced that Dr. Debra Burris will attend the Institute for Nuclear Theory program this summer at the University of Washington.

Dr. Hamilton confirmed that Dr. Mary Lidstrom has accepted the offer of being the first Burgess lecturer. She will be on campus April 18th and will give a seminar x-period. There will be a public lecture that evening at 7:30 in Doyne Auditorium. Dr. Hamilton was also pleased to announce that James Hyde has been named the inaugural Burgess Fellow.

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – March 6, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, March 6, 2006. All chairs were present except for Dr. Addison. Dr. Hamilton, Associate Dean, was also absent.

- 1. Technology needs for next year.** Dr. Buchanan informed the chairs that their lists of technology needs for next year is due by the end of this week. The lists are to be sent to the Dean's office and will be forwarded to the Provost office. He stressed that the hardware, as well as software, for classroom use should be listed separately from faculty use. The cost of license should be included.
- 2. Revisit guidelines for promotion and tenure.** Dr. Buchanan discussed the need for the guidelines for promotion and tenure to be covered right away with a new tenure track faculty member. This should include the description of what is contained in the portfolio. Both chairs and candidates should be very familiar with the guidelines. A copy of these guidelines must be sent to the Dean's office for approval. The Dean's office will send a copy to the Provost office.

Dr. Buchanan urged the chairs to send the paperwork to the Dean's office for ads for visiting faculty immediately. He stressed that the ad should say contingent upon enrollment.

Chair Reports.

Biology. Dr. Runge announced that the Biology department has hired Dr. J. D. Swanson for the Developmental position and Dr. Ben Rowley for the Immunology position. He also mentioned the successful Girl Scout Science Workshop that was held recently on campus.

Computer Science. Dr. Hu reported that Dr. Duan was awarded the Best Paper Award at a recent conference, that the Student Computer Science Club presented a programming contest this past Saturday, and the department had hosted a successful conference at Brewer-Hegeman.

Math. Dr. Garimella pointed out that the Math department will participate in the ACTM contest Saturday, March 11th.

Chemistry. Dr. Taylor passed.

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – April 24, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, April 24, 2006. All chairs were present.

- 1. Equity and merit recommendations across the college.** Dr. Buchanan explained that while the chairs did not necessarily have to follow the recommendations of the equity committee, they will need to state the reason for their recommendations. The recommendations must be turned into the Dean's office by noon, Tuesday, May 2nd. Drs. Buchanan and Hamilton will meet Tuesday afternoon to review department chair recommendations. The College's input must be received in the Provost's office by the close of business Thursday, May 4th. Dr. Buchanan reminded the chairs that 2/3's of the faculty is the maximum that may receive merit raises. Dr. Hamilton asked each chair to discuss their cases for equity recommendations and they did so.
- 2. Service contracts.** Dr. Hamilton asked the chairs to review their service contracts, and discussion followed about possibly covering some from lab fee funds in the future.
- 3. Environmental and safety issues.** Dr. Hamilton stated that an annual inspection is now required, and suggested that this should occur in the summer.
- 4. End of year softwear requests and equipment needs for FY 2006-2007.** Dr. Buchanan and Hamilton asked the chairs to send a list of needs to the Dean's office. It was pointed out that several of the chairs have already sent their lists. The requests need to be in the Dean's office by the end of next week.
- 5. Graduation.** Dr. Runge volunteered to lead the undergraduates in the Spring graduation, May 6th. The ceremony for CNSM is at 2 p.m.

In closing Dr. Hamilton discussed the issue of safety phones in Lewis Science Center and asked Drs. Runge and Addison to decide on three locations. They are to let Jean Kearns know about the locations within the next ten days. The chairs were reminded that there will be another CoC meeting next Monday, May 1st. The meeting will be in MCST 115. Dr. Willie Hardin, Mr. Paul Gardner, Mr. Shannon Fleming and Mr. Kelley Erstine will be guests. They will discuss the Centennial Campaign.

Chair Reports.

Biology. Dr. Runge announced that the following positions have been filled: Dr. Swanson for the Developmental position, Dr. Noyes for the Genetics position, Dr. Naylor for the Microbiology position and Dr. Rowley for the Immunology position. Another candidate will be on campus this week.

Computer Science. Dr. Hu reported that their job search has closed and they have hired Dr. Paruchuri.

Mathematics. Dr. Garimella announced that three Math majors were recognized at the University of Arkansas MAA sectional meeting in Fayetteville March 31 – April 1. Michael Schelkopf was awarded first place in the student paper competition. Akhil Mehta and Chase Ransom received second place. All three students were mentored by Dr. David Peterson.

Chemistry. Dr. Taylor reported that 15 chemistry students attended the 20th National Conference on Undergraduate Research in Asheville, North Carolina this month.

Physics. Dr. Addison passed.

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – June 26, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, June 26, 2006. All chairs were present.

Dr. Hamilton welcomed Dr. Seidman to the meeting.

1. Summer school profits. Dr. Hamilton announced that CNSM is up by \$140,000 this year. CNSM is once again the greatest summer profit maker at the university. The summer school profit report was handed out to each chair. Dr. Hamilton asked the chairs to check for errors and get them in this week.
2. Fluency policy reviews. It was pointed out by Dr. Hamilton that by the Codes of Arkansas, there must be an assessment method in place for English fluency of instructors. The CoC recommends a trigger number of 2.0 before any action is taken. This input will go to Dr. Jonathan Glenn.
3. Orientation of new faculty. Dr. Hamilton stressed the importance of organized steps to acquaint new faculty with departmental operations. He gave examples of covering syllabi, the handling of cheating/plagiarism and starting a file in which the new faculty would put material pertinent to future evaluations.
4. Academic Outreach paperwork. The chairs were asked to verify load conditions carefully for all full time faculty engaged in Academic Outreach activities.
5. I-9 procedures. Dr. Hamilton discussed the necessity of the I-9 having the employee's start date being within three days of the employee and supervisor signing the form.

Reminders:

Vehicle use. Dr. Hamilton handed out the Human Resources background check packet and a summary explaining UCA's rules and regulations concerning vehicle use. Dr. Hamilton suggested that all faculty and graduate assistants may wish to submit the background check form and take the van driving training course. (The packets will be kept in the departments and may be copied.)

Graduate enrollment projections for Fall 2006. The figures need to be turned by July 3rd.

Registering new courses for lab fees. Dr. Hamilton asked the chairs to examine lab and research courses and update the list of courses eligible for a lab fee charge. He asked the chairs to electronically send the edited information within two weeks.

Chairs retreat date and ideas for topics. The chairs were reminded that the CoC retreat is set for July 31st and August 1st at Red Apple Inn. Dr. Hamilton asked each chair to recommend topics for discussion.

Staffing of offices. It is imperative that the departmental offices be staffed at all times, including the summer months. If no one can be in the office for a short time, place a sign on the door and arrange for the phone to be forwarded to one of our college's other departments. Obviously, the department taking the phones should be notified.

Chair Reports.

Biology. Dr. Runge reported that out of the five new faculty, three are teaching summer school.

Computer Science. Dr. Hu reported that the Computer Science department received a research grant from Axiom Corp. and is hiring a former graduate student (Michael Nooner) as a Fall instructor.

Chemistry. Dr. Taylor reported that one of the department's two new faculty is teaching summer school.

Physics. Dr. Addison reported that Dr. Debra Burris returned from the Nuclear Theory Institute at the University of Washington.

Math. Dr. Garimella reported that they have filled a visiting assistant professor position with probabilist Dr. Rubinshtein.

Dr. Seidman has called the next CoC meeting for Monday, July 10, 2006 at 2:00 p.m.

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – July 10, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, July 10, 2006. All chairs were present except for Dr. Taylor. Dr. Desrochers represented the Chemistry department.

1. **Agenda for CNSM retreat.** Dean Seidman reiterated the need for the chairs to provide potential agenda items for the retreat.
2. **High priority items.** Dean Seidman emphasized that the following items were subjects to be covered with Provost Esteban at their weekly meeting.
 - a. **CNSM computer technician.** All chairs agreed that, because of the specialized needs of the college, having our own technician is a top priority. Dr. Hu stated that he would like a technician exclusively for the Computer Science department. The possibility of a technician and a half was discussed.
 - b. **Start up funds.** Dean Seidman, Dr. Hamilton and the chairs agreed that the administration must support and honor the commitment for start up funds for new faculty if we are to remain competitive.
 - c. **Regularization of GA allocations.** There was a lengthy discussion of ways to improve the procedure for funding GA positions.
3. **Faculty needs.**
 - a. **Replacement of anticipated retirements.** Dr. Hamilton asked each chair who was retiring in his department. A discussion of replacements and emergency hires followed.
 - b. **New positions.** The effect of limited space on future staffing requests for the College was discussed at length.
4. **Facilities and space.** The various impacts of having little or no space available for offices and labs in the College was discussed.
5. **Library budgets.** Information on the 2006 monographs and periodicals budgets for all CNSM units was distributed. The dean's office will pursue getting additional funding to support Math and Computer Science.
6. **Associate Dean position.** Dean Seidman announced his intention to conduct an internal search for Associate Dean to replace Dr. Hamilton when he retires in June 2007.
7. **Resignation.** Dr. Griffith's intention to resign as ACMSE Director was announced, and the interim leadership and goals were briefly discussed.
8. **ASMSA tour and lunch.** Dr. Janet Hugo, the new director of the residential science high school in Hot Springs, will visit CNSM July 28th. Chairs are asked to tour her group through our facilities starting at about 10:00 a.m., followed by lunch in MCST 113 with all CNSM administrators.

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – August 30, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Wednesday, August 30, 2006. All chairs were present.

1. **Budget situation and issues.**

Dean Seidman referred to President Hardin's recent address. Dean Seidman stated that it was his understanding that \$100,000 summer money has been committed to travel.

2. **Status of staffing requests.**

Dean Seidman indicated that Dr. Estaban has requested \$1.6 million for this purpose.

3. **Issues relating to concurrent HS enrollment.**

Dr. Runge reported that he has recently met with Dean Bradford and discussed the problems arising from policies concerning concurrent HS enrollment. Dr. Runge intimated that Dean Bradford was receptive to ideas to improve the situation. A discussion followed among the chairs proposing solutions to some of the problems. Dr. Garimella suggested that we reduce the burden on College Algebra. Dr. Taylor noted that he was comfortable with the instructors as long as the courses counted only as general education credit and that AP classes only count for college credit.

4. **Visiting speakers.**

Burgess lecturer.

Dr. Hamilton will send an email soliciting nominations in the Medical/Biomedical field. The nominations should be individuals of national and/or international stature. It was agreed that the committee, which will be the same members as last year, will make a decision by October 1st.

Centennial lecturer.

Nominations for a national lecturer should be received by November 15th. Dean Seidman handed out material on a candidate that he would like to be considered.

5. **Appointments to Dean's advisory council.**

Dean Seidman requested that the chairs nominate both a senior and junior staff member. Dean Seidman will make the choices from the list.

6. **Development issues.**

Foundation local meetings (Pine Bluff, Memphis, Jonesboro, Fayetteville)

After Dean Seidman urged the chairs to call Pine Bluff alumni, a discussion followed about the negative response some chairs were receiving and suggestions were made.

7. **Department and College advisory boards.**

It was pointed out that Computer Science has an external advisory board and Dean Seidman asked the other chairs to consider the same for their departments.

8. **Plans for visit to Hot Springs science school.**

Late October and early November were considered as dates for the visit. This will be decided at a later CoC meeting.

9. **CIP codes and Pell grants: discussion.**

Dr. Hamilton reported that there will be a Pell grant and CIP meeting Friday morning. Dean Seidman explained that when CNSM assigns pre to a discipline it limits financial aid money to the student. It was proposed that the pre prefix should

possibly shift to something internal.

10. Promotion and tenure.

Departments should add "CNSM expects 3 to 5 external letters" to their promotion guidelines.

It was decided that the same agenda would be adopted beginning Fall 2007.

11. Plans to fill associate dean position.

Dean Seidman asserted that he would prefer an internal search. The chairs agreed that by February the departments will need to make adjustments if the new associate dean comes from a department.

12. Plans for M.S in science education.

Drs. Taylor, Runge and Addison will meet in the near future with Dr. Bland to lay out the time line. Dean Seidman recommended that a faculty member from the College of Education be included.

13. Podcasting of lectures.

Forthcoming Apple presentations (9/12)

More information will follow.

14. Honors College issues.

Will be discussed at a later CoC meeting.

15. Status of computational science institute proposal.

The status of the proposal was discussed.

16. Observance of university business hours in department offices.

Dean Seidman emphasized that there must be a strict observance of business hours (from 8:00 a.m. until 4:30 p.m.) in all the departmental offices. If, on occasion, no one can be in the office phones should be forwarded to another department or to the Dean's office. A sign should be put on the office door telling when the chair and/or staff will return. Please tell the department to which the phones are being forwarded when you expect to return. Leaving offices (and phones) unmanned seems to be more of a problem recently and one that the Dean's office would like to see rectified.

17. Monthly brown-bag luncheons.

Dean Seidman invited the chairs and faculty to join him for a brown-bag lunch in LSC 149 on a monthly basis. The dates and times will be sent on the college list serve.

18. Other business.

Email Dr. Charlotte Cone if you are having a Banner problem with research grants.

The Honors College is looking for mentors for their students.

Dr. Hamilton made the following announcements:

a. Because of Banner, we must prepare for the MFAT earlier than usual. The signup sheets are due to Jean Kearns in the Dean's office September 8th.

b. Grade change forms should never be in the hands of the students. Please remind office staff that these forms are confidential and should always be delivered in a sealed envelope. Student workers may make the delivery.

c. Dr. Hamilton handed out a draft of CNSM Search Procedures. These procedures will be discussed at the next CoC meeting.

d. Dr. Hamilton encouraged the chairs to attend the INBRE conference November 3rd and 4th at the U of A Fayetteville.

e. Dr. Hamilton handed out a copy of previously approved criteria, rights and

responsibilities of Faculty Research Associates.

f. Dr. Hamilton handed out guidance that the Dr. Toll, the former dean, had compiled of items that should be included in the syllabi. Dr. Addison pointed out that this now available on the Provost's web site.

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – September 11, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, September 11, 2006. All chairs were present.

1. **Approval of minutes.**

The previous minutes were approved with minor modifications.

2. **Distinguished lecturers.**

Dean Seidman stressed that nominations for the Centennial lecturer are due September 15th. The chairs accepted the nomination of Dr. Michael Rice.

3. **Homecoming events.**

A lengthy discussion was held about the possibility of a college sponsored alumni social for Homecoming week-end. The discussion about a homecoming event will be continued at the next CoC meeting.

4. **CNSM hiring procedures.**

The chairs went over the CNSM Search Procedures draft that Dr. Hamilton handed out at the last CoC meeting. It was agreed that forms A, B, and C should be signed by both the committee and department chairs. A form for permission to make an offer will be created, and other minor modifications were suggested.

5. **CIP codes and Pell grants.**

Dr. Hamilton reported on the meeting he attended concerning CIP codes and Pell grants. Because the federal government will not recognize the "pre" majors, those designations will be shifted to an "advising code" in student records. Dr. Hamilton will provide a conversion chart for pre programs to CIP codes that are more general, and which are recognized by federal financial aid agencies.

6. **Other business.**

Dean Seidman polled the chairs for department nominations for the Dean's Advisory Council.

The Hot Springs trip to the residential science high school was discussed and October 26th was selected for the visit.

Dean Seidman stated that the date for the September Dean's brown-bag lunch will be put on the college list-serve soon.

Chairs' Reports.

Biology.

Dr. Runge reported that Dr. Matt Pain from the University of Loughborgh, England, would begin the department's seminar series September 12th. Dr. Clancy has been picked as a platform speaker for an upcoming neurotoxicology conference. Drs. Clancy and Hill have had their INBRE grants renewed. Drs. Murray and Hill have recently had papers published. Dr. Whitekiller has received Title III support for implementing computerized laboratories into our Biology 1400 program.

Computer Science.

Dr. Hu reported that the department has recently begun their seminar series.

Math.

Dr. Garimella reported that Dr. Reid Landers from UAMS will be giving three

presentations September 11th, September 25th and November 1st to begin the department's seminar series.

Chemistry.

Dr. Taylor reported that the concurrent high school enrollment for Greenbrier High School has been approved. Dr. Desrochers has recently had a paper accepted by the Organic Chemistry journal.

Physics.

Dr. Addison reported that representatives from BEI in Maumelle will be on campus October 3rd to recruit CNSM students for co-op experiences.

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – September 25, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, September 25, 2006. All chairs were present except for Dr. Garimella. Dr. Siefert represented the Math department.

Chairs' Reports.

Biology.

Dr. Runge reported that UCA will host the 2006/7 Arkansas Envirothon November 19th and 20th. Dr. Marc Hirrel, chair of the Envirothon Host Committee, wrote the successful proposal. Dr. Barbara Clancy and students, James Hyde and Brandon Kersh, have recently had a paper published in Neuroinformatics. Drs. Reid and Ginny Adams and student Brooks Moyer have made two presentations in North American Native Fishes and one presentation in American Society of Ichthyologists and Herpetologists.

Computer Science.

Dr. Hu reported that he and Computer Science graduate student, D. Collins, are having a paper, "Fuzzily Determined Interval Matrix Games," published in the book Forging New Frontiers: Fuzzy Pioneers II.

Chemistry.

Dr. Taylor passed.

Physics.

Dr. Addison passed.

Math.

Dr. Siefert passed.

Agenda Items.

1. The advantages and restrictions of using the "P" card were discussed. It was determined that all departments except Computer Science have the card. Dr. Addison agreed to help Dr. Hu fill out an application. Dr. Hamilton pointed out that the card can be used for grant expenditures and the department can be reimbursed.
2. Dean Seidman handed out the Biology Promotion and Tenure criteria, which Dr. Runge had prepared. The dean encouraged the chairs to follow the example with regard to detail for criteria. Dr. Seidman suggested that both tenure and tenure-track faculty should be involved in crafting the standard.
3. Dr. Hamilton reported that the CIP and Pell grant issue is still not resolved and details are being worked out.
4. A lengthy discussion was held about planning for summer session 2007. The chairs were urged to use summer 2006 enrollments as a guide. The summer school planning form and official data on summer 2006 was handed out.

Other business.

Dr. Hamilton discussed lab fee revenue. He pointed out to the three lab science chairs that, for any new lab courses or changes made to lab course numbers, he must have the pre-fix, course number and course name. Dr. Hamilton said that he will get with IT and have data updated for the Spring semester.

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – October 9, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, October 9, 2006. All chairs were present.

1. 1. Dean Seidman opened the discussion about considering a foreign language requirement for the majors in CNSM. Because there is not much room for electives in the disciplines it was decided that the foreign language requirement would not be appropriate. It was suggested that it might be considered in general education.
2. 2. Dean Seidman asked the chairs to think of items for the centennial time capsule that would represent CNSN. A slide rule and a disk with digital files of each department's website were among the things discussed.
3. 3. The dean stressed that the chairs should be very aware of the four-year completion plans. A discussion followed about "cluster" classes and the designation of suites of classes for Freshmen.
4. 4. Dr. Hamilton explained that IT's current rule is that an older computer must be retired before a new one can be purchased. It was presented that exceptions can be requested through Carol Daves.
5. 5. A few minor changes to the Search Procedures draft were recommended and the draft was approved. Dr. Hamilton asked the chairs to make sure that all appropriate office staff have a copy of the procedures.

Other business.

Dean Seidman discussed the GANN proposal which is due November 20th. The over-time and compensatory time issue was discussed.

Dr. Hamilton handed out a draft of the Fall newsletter and requested that each chair carefully edit it and get it back to him within a week.

Chairs Reports.

Physics.

Dr Addison reported that the department was awarded a "Great Effort" award in the majors fair.

Chemistry.

Dr. Taylor also reported that Chemistry won a "Great Effort" award at the majors fair.

Mathematics.

Dr. Garimella reported that several faculty, students and a recent UCA graduate will be attending the joint AMS/MAA meeting in New Orleans in January. The students will be making poster presentations. Dr. Reid Landes from UAMS will be lecturing on campus October 11th, 25th and November 1st. A committee of Math faculty and two College of Business faculty has been comprised to revise the curriculum of Math 1395, Business Calculus.

Computer Science.

Dr. Hu reported that Acxiom has awarded the Computer Science department \$105,000 to be distributed over the next three years. Dr. Sun has been named editor of the IEEE Distributed Multimedia on line journal. Dr. Su from the Chinese Academy of Science will be on campus the 20th of November. Dr. Alexandre Goldsztejn, from France, has completed his post-doctoral study here at UCA and has accepted a position in the Computer Science department at the University of California in Irvine.

Biology.

Dr. Runge proudly reported that the Biology department won the second place ribbon at the majors fair. Dr. Mi-Seon Seong has been awarded her Ph.D from Texas A&M. Mr. Jerry Mimms is on the cover of the current UCA Magazine. The story of Mr. Mimms' participation with the public school project involving the construction of a whale is featured in the magazine. Since Dr. Clancy gave her platform presentation at the International Toxicology Conference she has received over 2000 hits from all over the world on her website. Dr. Barbara Finlay from Cornell University spoke at a seminar during x-period October 11th.

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – November 20, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, November 20, 2006. All chairs were present except for Dr. Runge.

1. Dr. Hamilton pointed out that learning Banner is an ongoing process on campus. He asked that, as people learn new things about the system, they share their knowledge with other faculty and staff. He also offered another Banner introduction session for faculty and staff, if requested.
2. Dean Seidman opened a discussion about the necessity of Faculty Absence Reports.
3. A lengthy discussion about typing the written comments on evaluations was held. The matter is being considered by an ad hoc committee.
4. Dean Seidman asked the chairs about the response they were receiving from faculty about their participation in the Centennial Campaign.
5. Dr. Hamilton, Dr. Ginny Adams and Kelley Erstine visited Tyson's headquarters November 14th. Dr. Hamilton gave a presentation. The UCA group visited with two vice-presidents and the director of environmental engineering. The response was very positive.
6. Dean Seidman stressed that the application deadline for the Burgess Fellow award is December 1st. and urged the chairs to encourage interested students

Other business.

Dean Seidman asked the chairs about using Mathematica versus Maple.

Dr. Hamilton discussed fund raising relating to the new science building.

Dr. Hamilton asked the chairs to remember that a list of tenured and tenure track faculty is due to the Dean's office. He asked that the chairs get their information, with a one or two sentence summary of their research program, in before the Thanksgiving holidays.

The meeting closed with Dr. Hamilton announcing that the Fall newsletter is ready and will be distributed next week. The chairs were asked to be on alert for news worthy information for the Spring issue, and to forward it to Dr. Hamilton.

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – December 4, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, December 4, 2006. All chairs were present. Dr. Don Culwell, Dr. Steve Butcher, Ms. Berdie Eubank and Ms. Christi Bertram were guests.

1. The guests from the Advising Center were introduced. It was announced that Dr. Steve Butcher will be taking over as CNSM's representative in the Advising Center when Dr. Don Culwell retires in May. Ms. Eubank opened the discussion by approaching the problem of overlapping labs in Biology and Chemistry. A lengthy discourse followed. After the discussion the guests excused themselves.
2. Dean Seidman asked the chairs' opinions about the use of different clickers.
3. Copies of a paper that Dean Seidman had received at the last COD titled Comments on UCA Time Capsule was handed out to all members of the meeting. One suggestion was to put copies of recent CNSM newsletters in the time capsule.
4. Dean Seidman tabled the discussion about the College Advisory Board until the next CoC meeting.

Announcements:

1. Dean Seidman discussed the outcome of the URC and SURF competitions.
2. Faculty Activity Schedules were discussed.
3. It was announced by Dean Seidman that evaluations for courses with an enrollment of less than five will not be evaluated in the customary manner. It was suggested that an alternative method be found.
4. Typing written comments for gen.ed. evaluations was discussed.
5. Dr. Hamilton announced that a letter will go out to alumni three weeks before the Phone-a-thon begins. A copy of the letter was given to the chairs. Dr. Hamilton explained that the Phone-a-thon will be run by the Foundation during the spring semester. He also asked that the departments supply a list of former alumni who have done exceptionally well in their field. These alumni will make up a list of special prospects,
6. Dr. Hamilton gave the due date of January 8th for departments to get the typed written comments for evaluations into Jean in the Dean's office.
7. It was announced that the MFAT will be given March 2nd and that the chairs should get the estimated numbers to Jean by the third week of January.

Chairs Reports:

Math:

Dr. Garimella announced that Dr. Arrigo will be taking five students to the AMS/MAA Annual Joint Meeting in New Orleans January 5th through January 8th. The Math department is also expecting another graduate assistant for the spring semester.

Computer Science:

Dr. Hu announced that the 2007 IEEE Symposium of Foundations of Computational Intelligence had accepted two research papers by students for publication. Dr. Sun has been named as a co-editor of the IEEE Distributed Multimedia Online Journal. Professor Xu from the Chinese Academy of Science has been on campus as a senior visiting scientist since October 20th and will be here until December 9th. The Computer Science department will

offer a faculty workshop for programming skills during the summer II term.

Biology:

Dr. Runge announced that Biology student Paige Henry received third place at the INBRE Conference in Fayetteville. The department hosted the State Envirothon meeting November 19th and 20th. The event was deemed a success and UCA hopes to host the meeting again next year.

Chemistry:

Dr. Taylor announced that Drs. Tarka, Steelman and Felling and nine students presented four posters at INBRE. Dr. Felling took three students to the Museum of Discovery in Hot Springs during National Chemistry Week where they did demonstrations for children. Gary Dobbs, a UCA Chemistry alumni, who is pursuing A Ph.d at Georgia Tech, gave a seminar on his dissertation research.

Physics:

Dr. Addison discussed the SURF awards.