

COLLEGE OF NATURAL SCIENCES and MATHEMATICS Chairs Council Meeting – August 29, 2005 Minutes

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, August 29, 2005. All chairs were present.

Lab Fees Contingency Fund. Discussion was held concerning the use of the contingency fund for repairs of teaching related instrumentation. It was agreed that the department would pay the first \$1000.00 and the college would pick up any amount over \$1000.00. Dr. Hamilton suggested that this plan be re-examined after a couple of years.

Four Year Degree Plans. Dr. Buchanan stated that beginning Fall 2006 the four year degree plans will carry added importance as the University must begin compliance with Act 1014 (which requires an 8-semester plan of study). The date of March 15 was agreed upon for the deadline to update plans each year. A reminder will come from the dean's office by March 1.

Syllabi Format. Copies of existing criteria for course syllabi requirements were distributed. Dr. Buchanan and Dr. Hamilton asked the chairs to review them and make sure faculty adhere to the format.

Mid Tenure Review. The chairs were reminded to be aware of faculty coming up for review. The dossiers of 3rd year tenure-track faculty should be turned in to the chair by November 1. The dean should receive the chair's input and the dossiers after Christmas break.

Fall Semester Dates For Council of Chairs Meetings.

September 12, 2005
September 26, 2005
October 10, 2005
October 24, 2005
November 7, 2005
November 21, 2005
December 5, 2005

Chair Reports.

Biology. Saigiridhar Tummula, a graduate assistant of Dr. Brent Hill, has been offered a job with Pfizer Pharmaceutical.

Computer Science. A paper by graduate student Dwayne Collins has been accepted, and will be presented at a conference at Berkeley in November. Both Dr. Hu and Mr. Collins will attend the conference.

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – September 12, 2005

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, September 12, 2005. All chairs were present except Dr. Steve Addison. Dr. William Slaton represented the Physics and Astronomy Department. Dr. Deborah Walz was a guest.

University Grant Incentive Program and the Quality Circles. Dr Deborah Walz thanked Dr. Hamilton for his input and Dr. Buchanan "for making it happen." She explained the Grant Incentive Funding Program (Board Policy No. 408) and The Quality Circle. Dr. Walz handed out the Grant Incentive Funding Payment Approval Form.

Revisit timing of GA award notification. Dr. Hamilton pointed out that in the interest of being competitive the departments needed a set date. It was tentatively agreed that February 1st would be the date for allocation of graduate assistantships. Dr. Buchanan said that he would check with Dr. Elaine McNiece about the date. Dr. Hamilton reminded the chairs that they should assume that they will have as many GAs as previously in their basic allocation.

Options for funding seminar snacks. It was agreed that \$750.00 would suffice for the five departments. Permission will be sought from the Provost.

SURF. Dr. Hamilton distributed a summary of dates.

Fundraising and appearance to visitors. Dr. Hamilton told the chairs that within four months people from foundations will start looking at the college, and he encouraged everyone to keep appearance in mind, such as keeping web pages and brochures up to date.

UCA Foundation contributions. Dr. Hamilton asked the chairs about the response of the letters sent to faculty and staff concerning foundation contributions.

Hazardous waste update. Dr. Hamilton reported that the bid came in at about \$18,000, considerably lower than expected. He pointed out that the administration has agreed to pay half of that amount. He asked the chairs to pass on to faculty the urgency of avoiding this situation in the future. Dr. Hamilton asked everyone to "get on board" to regulate our own waste disposal.

Biology. Dr. Runge reported that Dr. Clancy has had a grant funded for \$450,000 over a five year period. Dr. Clancy has also prepared three abstracts, one of which has been flagged for a news release by the Society for Neuroscience. Dr. Murray is serving on an NSF review panel for another year. Dr. Hirrel has won the state coordinator award of the Leopold Education Project and was recognized this past August at the national conference in Madison, WI.

Computer Science. Dr. Hu reported that Dr. Sun had an article published in the IEEE journal. He related to the council that two graduate students have been offered employment, at Acxiom and the Arkansas Department of Health.

Math. Dr. Garimella explained that Math and Computer Science would be conducting a joint seminar. He also reported that the proposal for a graduate degree in Applied Math is underway.

Chemistry. Dr. Taylor talked about a representative from UACCM visiting to discuss courses transferring.

Before the meeting adjourned Dr. Buchanan gave each chair a list of part time faculty. He asked that the highest degree, and awarding institution, be listed for ADHE. The forms should be returned as soon as possible to Jean Kearns in the Dean's office.

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – November 21, 2005

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held on Monday, November 21, 2005. All chairs were present except Dr. Runge. Dr. Ken Freiley represented the Biology Department.

Web posting of national opportunities. Dr. Buchanan handed out copies of the web page listing various national scholarships for both graduate and undergraduate students. He asked the chairs to please encourage students to apply for appropriate scholarships. Dr. Addison added that there were Goldwater Scholarship proposals available for interested students to peruse.

Science Fair Leadership. Dr. Hamilton reported that within a two year span of time Dr. Mike Rapp would likely be giving up the leadership position of the Science Fair, and opened discussion for names of a possible replacement. Chairs were asked to consider and identify a pool of possibilities. It was unanimously agreed upon that the College must make every effort to keep the State Science Fair at UCA.

Newsletter & Friends List. Dr. Hamilton thanked the chairs for their input in compiling the newsletter. He reported that the newsletter should be out in about a week and will be mailed to 1800 alumni. The chairs were asked to think of names developed by the departments to be added to the friends list. Jean Kearns will be emailing a list of current names to the chairs. Dr. Hamilton reiterated the importance of the newsletter in raising the college's visibility.

Fund raising status. Dr. Hamilton summarized recent efforts to raise funds for a new building.

Fate of written course evaluation comments. The disposal of the written course evaluation documents was discussed. Dr. Buchanan suggested that the written comments be kept for eighteen months. An email will go out to this effect.

Web Page: Information for student researches. Dr. Hamilton discussed how the College web pages related to student research can be more easily kept updated. Chairs agreed to develop pages on departmental web sites that would list expectations of different faculty, and that the College page would just link to those pages.

Record keeping for academic searches. The procedure for record keeping for academic searches was discussed at length. If the applicant is a US citizen the records must be kept for three years. If the applicant is not a US citizen, records must be retained for five years. After the time stipulation has elapsed the applications can be shredded. Department chairs should keep other records related to the search (AA1, ad copy, etc.) for at least 3 years.

At this time Dr. Buchanan discussed the budget meeting that he and Dr. Hamilton had with Dr. Esteban, Mr. Paul McLendon and Terri Canino. Dr. Buchanan thought that progress was made toward their three goals: 1. Convincing the budget office that confiscating surplus lab fees to make up a deficit is not a good policy to pursue, 2. Getting some of the money returned, 3. Allow the college to meet our needs.

Computer Science. Dr. Hu reported that the department will celebrate their first masters degree graduate December 9th. He also discussed the department's ongoing search.

Math. Dr. Garimella discussed the number of applicants for the department's open positions. He reported that the undergraduate review has taken place and he is anticipating the final report.

Chemistry. Dr. Taylor reported that the Chemistry department has received 30 applications for the Computational position and twenty applications for the Biochemistry position. They have filled one temporary position and will be interviewing for a second one next week. Jody May gave a seminar about graduate school.

Physics. Dr. Addison reported that 3 Physics Chalk Talk students had papers accepted at IEEE Southwest Systems Theory Symposium to be presented in March.

Dr. Hamilton discussed spending the expendable balance (about \$5,000 per year) in the T. J. Burgess Fund. A committee was formed to discuss the fund, and the initial decision is to have a \$2,500 Burgess Award for student research, and a Burgess Lecturer visit (costing about \$2,500) each year. A flyer announcing the T. J. Burgess Student Research Award was handed out. Dr. Hamilton asked the chairs to distribute these to interested students.