

## CAMPUS MEMO

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**MINUTES:** COALBIN MEETING  
Wednesday 9 August 2006, 2:00 PM, CRAIG 106B

**TO:** Adele Newson-Horst, Dean  
Carol Anne Costabile-Heming, Associate Dean  
Andrew Cohen, Art & Design  
Carey Adams, Communications  
W.D. Blackmon, English  
Karen Buzzard, Media, Journalism, & Film  
Madeleine Kernen, Modern & Classical Languages  
Roger Stoner, Music  
Wade Thompson, Acting Head, Theatre & Dance

**FROM:** Madeleine Kernen, MCL

**ATTENDANCE:** Dean Newson-Horst; Carey Adams; W.D. Blackmon, Karen Buzzard, Andrew Cohen, Madeleine Kernen; Wade Thompson; Roger Stoner;

**DATE:** 12 August 2006

**CC:** Dr. Belinda McCarthy, Provost

- I. Call to order at 2:08; approval of minutes of the July 19, 2006 Meeting
- II. Updates from Meeting with Provost  
Brief discussion of the following handouts:
  - Planning and Assessment for Academic Colleges
  - Role of Heads in Search Process
  - Reporting document
  - Credit hour summary: 20% produced in COAL.
- III. Development Report was tabled.
- IV. Old Business:
  - A. FREUP Subcommittee Report by Madeleine Kernen: after a first visit of Siceluff, further discussions with all involved (English, MCL, Standard, Writing Center) are needed to prepare move to Siceluff. A final report is due to Dean by September 16.
  - B. Center for Interdisciplinary Studies in the Arts: Wade Thompson is seeking comments and suggestions from the other departments. The provost is supportive.
  - C. Provost's Incentive Program: Focus on interdisciplinary proposals. Participants are encouraged to start on 4-page proposal before getting results of the one-page proposal.  
Reminder of timeline:
    - a. One-Page Concept Paper. Due: August 31
    - b. Dean's request for a formal proposal of no more than 4 pages Due: September 15
    - c. Dean forwards Proposals to Chair, Provost Incentive Program Committee Oct. 2
    - d. Committee forwards recommendations to Provost October 30
    - e. Provost announces winners November 15

D. Strategic Plans

- a. All units will need to review their current strategic plans and update them
- b. The Communication Department should have this done by early fall
- c. All other Departments should have this done by the end of spring 2007
- d. All programs will need to submit brief annual reports by the end of spring 2007

The first work session to work on Strategic Plans is scheduled for August 17, 9:00 – 11:15 in Ellis. The goal is to identify what is important so financial support can be assured or sought. Discussion focused on funding of technology, Form 5, and SCUF projects. Answers are forthcoming from the Provost office. Travel funds will stay the same for this year.

- E. Compensation Plans: an example from Chemistry was handed out and the discussion of performance parameters continued. The Heads unanimously expressed concern about the low percentage given to SERVICE in an institution that supports a PUBLIC AFFAIRS mission; the Heads' major concern is that it might discourage and de-motivate faculty to support the mission. If Boyer guidelines continue to be supported, some service activities will fall into Research and Teaching. One of the challenges will be adequate representation on COMMITTEES at all levels. The issue of parameters for LECTURER will be addressed at a later point. Implementation of a compensation plan is due October 2. There will be a COLLEGE COMMITTEE ON COMPENSATION AND TENURE AND PROMOTION GUIDELINES to assure consistency and integrity.

- F. Space Management Efficiency: Tabled.

- G. Amram Report: Roger Stoner outlined the interdisciplinary nature of Amram's work and will send additional documentation to the department heads.

- H. Endowed Professor Proposals: 3 proposals are in.

- I. Classroom Upgrade Proposals: Be prepared to present your proposals at the August 23, 2006 COAL-Bin Meeting

- J. Heads' Evaluation: sign or annotate the forms (handouts) and return to Dean's office.

V. New Business

- A. 699 Accounts: each departmental account was discussed.

- B. College of Arts and Letters Performance Parameters handout and discussion.

C. College Policy Statements

1. Proposed Policy: Any unauthorized budgetary expenses will not be honored. Roger Stoner moved to accept the new policy, Carey Adams seconded and it passed unanimously.
2. Proposed Policy: Departmental Retreats are to be scheduled before classes begin or at times that do not otherwise conflict with instructional responsibilities. Roger Stoner moved to accept policy, Carey Adams seconded and it passed unanimously.
3. Develop a College Policy on the Products of 9-hour loads: to be discussed.
4. Tenure and Promotion Document: look over documents, conversation will follow.

- D. "Imagining America" (October 6-8): W.D. Blackmon will look over information and let us know.

- E. Announcement of two New Positions: assistant dean and director of Ozarks Studies Institute.

- F. Black Academic Officers: Provide names to the Dean's office.

- G. Evaluation of Department Heads: Sign or annotate and return to dean's office.

VI. Adjournment: 4:10