

**Minutes of the Special Meeting of the Chairs
Thursday, October 30, 2003 at 8:30AM
245 Patterson Office Tower**

All Chairs and administrative staff were present except for the Chair from Geography. Chairs of Military Science and Aerospace Studies were excused.

1) Dean Hoch reminded the Chairs that reports on undergraduate and graduate curriculum reviews are due on December 1, 2003. Requests for new faculty lines are due in the Dean's office by February 2, 2004. Promotion, tenure, and research statements are due April 1, 2004. All deadlines are posted on the Chair's calendar on the Arts and Sciences website.

Dean Hoch announced that President Todd will join the regularly scheduled Chairs' meeting on Thursday, November 13, 2003 at 8:30 AM. He will discuss the University's new Strategic Plan and will also entertain questions. The Executive Committee and the Arts and Sciences College Council have also been invited. The location is to be announced.

2) Dean Hoch announced that at the Dean's Council meeting on Tuesday, October 29, 2003 the Provost proposed a new Summer School plan. Under the new plan, the College will be given an "income estimate based upon the level of net revenue it produced in Summer School 2003. For each tuition dollar generated above the income estimate, the College will receive 40 cents. Half of this income will be kept by the College (i.e. 20 cents) and half (i.e. 20 cents) will be returned to the Department. Losses by a department will probably be covered by the College in the first year.

At this time, PTI and faculty remuneration rates are still being discussed. To compete with Lexington Community College, it may be necessary to increase PTI stipends. Subject to the approval of the dean and the chair, faculty will have the option of teaching on load in the summer. But any increased use of faculty in summer must not replace or reduce total fall and spring sections offered by departments. Graduate course offerings will be closely monitored by the College because of the potential loss of revenues. Departments must submit new or revised summer schedules to the Registrar's Office not later than Wednesday, November 12, 2003.

John Pica offered ideas on creating a six-week course session and discussed the possibility of summer school courses beginning immediately following graduation.

Chairs will be kept informed as decisions are made by central administration, the Summer School office, and the College of Arts and Sciences.

The meeting was adjourned at 9:40 AM.

The next regularly scheduled meeting is Thursday, November 13, 2003.

Respectfully submitted,

Amy Hisel