

College of Arts and Sciences Chairs Meeting
November 17, 2022
2:00 PM

Agenda

- 1) Approve the Minutes of the September 15, 2022, Chairs Meeting
- 2) QEP Update (Dr. Estis)
- 3) Introduction of Terri Lefeaux, A&S Research Administration Manager II
- 4) Budget Update
- 5) External Funding Update
- 6) Annual Part-Time Faculty Evaluations Reminder
- 7) Comprehensive Review of Chairs
- 8) Departmental Program Reviews (Dr. Coleman)
- 9) Assessment Update (Dr. Coleman)
- 10) Reassigned Time Requests Reminder (Dr. Coleman)
- 11) SACSCOC Review Timeline (Dr. Coleman)
- 12) A&S DEI Committee Proposed Statement (Dr. Coleman)
- 13) Integrating Freshman and Transfer Students in Your Department (Dr. Loomis)
- 14) Early spring outreach to enrolled students (Dr. Loomis)
- 15) Probationary, Mid-Probationary, Tenure, and Promotion Deadlines (Dr. Loomis)
- 16) 2022-2023 Internal Grant Deadlines (Dr. Loomis)
- 17) 2022-2023 A&S Awards Reminder (Dr. Loomis)
- 18) Spring New Student Online Orientation Nov. 7- Dec. 17 and January 6 – 7 (Dr. Loomis)
- 19) Fall 2022 University Commencement on Saturday, December 10, at 10 a.m.
- 20) Other Business

Dept.	Org. Budget Operating Fund As of 10/31/22	FY '2021-22 Operating Supplemental Carryover	FY '2022-23 Dean's Office Supplemental Transfer	Total Operating & Supplemental Revenue	Present 110000 Operating Balance*	Present Operating Supplemental Balance*	Present Balance Combined Operating Accts*
Air Force	6,594.00	429.58	-	7,023.58	4,786.51	429.58	5,216.09
BLY	33,390.00	6,066.98	16,000.00	39,456.98	33,605.18	6,373.76	39,978.94
CH	14,365.00	18,664.43	13,000.00	33,029.43	8,451.23	17,973.07	26,424.30
CA	9,967.00	(1,624.30)	11,000.00	8,342.70	9,554.61	(2,613.87)	6,940.74
DR	2,561.00	4,766.44	4,000.00	7,327.44	2,173.52	4,766.44	6,939.96
DR Theatre	20,691.00	-	-	-	19,311.48	-	19,311.48
ES	12,794.00	(1,845.53)	13,000.00	10,948.47	12,449.26	(3,071.03)	9,378.23
EH	7,960.00	49,335.47	28,000.00	57,295.47	7,434.67	47,712.52	55,147.19
MCLL	17,247.00	5,909.56	13,000.00	23,156.56	16,359.46	4,562.85	20,922.31
HY	6,323.00	4,331.08	14,000.00	10,654.08	5,072.91	(1,159.97)	3,912.94
Afr Am St	5,000.00	2,953.10	2,000.00	7,953.10	5,000.00	2,953.10	7,953.10
Intl Studies	380.00	5,544.50	2,000.00	5,924.50	380.00	5,513.93	5,893.93
MAS	116,189.00	-	9,000.00	116,189.00	116,672.86	-	116,672.86
MA	1,107.00	208,324.38	34,000.00	209,431.38	(2,035.69)	203,036.63	201,000.94
MD	143,675.00	-	-	143,675.00	141,238.12	-	141,238.12
Mil Sc	5,196.00	(500.80)	-	4,695.20	4,125.96	-	4,125.96
MU	229,627.00	8,040.85	15,000.00	237,667.85	228,262.16	17.15	228,279.31
Marching Band	1,254,516.00	-	-	-	1,229,579.62	-	1,229,579.62
PHL	3,932.00	23,828.69	5,000.00	27,760.69	2,054.78	23,828.69	25,883.47
PH	13,773.00	37,950.58	10,000.00	51,723.58	11,866.64	37,701.01	49,567.65
PSC/CJ	4,676.00	9,946.99	12,000.00	14,622.99	4,303.76	8,828.73	13,132.49
PSY	(41,445.00)	(8,214.06)	15,000.00	(49,659.06)	(42,596.71)	(4,257.34)	(46,854.05)
PSY Lab	12,465.00	-	-	-	12,376.25	-	12,376.25
PSY Clinic	1,757.00	-	-	-	1,754.90	-	1,754.90
SY/AN	(663.00)	31,625.18	14,000.00	30,962.18	(878.96)	30,094.66	29,215.70
Archeol Stu	(480.00)	-	-	-	(482.56)	-	(482.56)
Social WK	22,500.00	-	-	22,500.00	21,781.25	-	21,781.25
Art & Art History	(41,779.00)	6,791.07	14,000.00	(34,987.93)	(41,920.59)	5,064.47	(36,856.12)
Balance	1,862,318.00	412,324.19	244,000.00	985,693.19	1,810,680.62	387,754.38	2,198,435.00

8.33% of Fiscal year Elapsed

*= Including encumbrances

	Grand Total
Supplemental Funds	397,799.95
Overhead Funds	464,234.64
Professorship Fund Balances	545,292.35
Start-Up Funds	1,195,560.64
Student Fee Funds	660,071.48
Computer Lab Fees	33,542.71
	<u>\$ 3,296,501.77</u>

College of Arts & Sciences

Departments	Operating	Supplemental	Overhead	Professorship	Student Fees	Computer Fees	Total
Air Force	4,786.51	429.58	-	-	-	-	5,216.09
Biology	33,605.18	6,373.76	22,270.84	-	4,081.94	-	66,331.72
Chemistry	8,451.23	17,973.07	14,079.73	50,582.44	60,151.06	179.00	151,416.53
Communications	9,554.61	(2,613.87)	-	-	95,016.88	4,170.63	106,128.25
Theatre & Dance	2,173.52	4,766.44	(2,552.03)	-	-	-	4,387.93
Theatre	19,311.48	-	38.48	-	13,396.02	-	32,745.98
Earth Science	12,449.26	(3,071.03)	23,985.22	37,640.54	54,022.10	308.00	125,334.09
English	7,434.67	47,712.52	26.50	33,370.83	-	-	88,544.52
Modern and Classical Lang. & Lit.	16,359.46	4,562.85	60.00	54,649.86	42,453.90	-	118,086.07
History	5,072.91	(1,159.97)	327.04	52,651.38	-	-	56,891.36
African American Studies	5,000.00	2,953.10	-	-	-	-	7,953.10
International Studies	380.00	5,513.93	-	-	-	-	5,893.93
Marine Sciences	116,672.86	-	8,572.99	43,564.32	-	-	168,810.17
Mathematics/Statistics	(2,035.69)	203,036.63	31,257.90	117,484.70	-	11,970.08	361,713.62
Math Development Studies	141,238.12	-	-	-	-	-	141,238.12
Military Science	4,125.96	-	-	-	1,467.44	-	5,593.40
Music	228,262.16	17.15	-	-	16,305.52	6,368.00	250,952.83
Marching Band	1,229,579.62	-	-	-	-	-	1,229,579.62
Philosophy	2,054.78	23,828.69	26,555.06	-	-	-	52,438.53
Physics	11,866.64	37,701.01	12,237.38	35,570.32	91,418.09	7,907.00	196,700.44
Political Science/Criminal Justice	4,303.76	8,828.73	-	59,853.42	2,073.38	-	75,059.29
Psychology	(42,596.71)	(4,257.34)	42,092.66	-	5,130.06	2,125.00	2,493.67
Psychology Lab	12,376.25	-	-	-	-	-	12,376.25
Psychology Clinic	1,754.90	-	-	-	-	-	1,754.90
Sociology/Anthropology/SW	(878.96)	30,094.66	39,125.70	59,924.54	8,522.55	515.00	137,303.49
Archeology Studies (Lab)	(482.56)	-	245,656.53	-	-	-	245,173.97
Social Work	21,781.25	-	-	-	-	-	21,781.25
Art & Art History	(41,920.59)	5,064.47	500.64	-	266,032.54	-	229,677.06
Total	1,810,680.62	\$387,754.38	\$464,234.64	\$545,292.35	\$660,071.48	\$33,542.71	\$3,901,576.18

5

SPONSORED PROJECTS - 10/1/2021 TO 9/30/2022

College/Dept	Proposals		Awards		Award \$ Received		Change vs. FY21 YTD (\$)
	FY22 YTD	FY21 YTD	FY22 YTD	FY21 YTD	FY22 YTD	FY21 YTD	
Academic Affairs							
Academic Affairs	2	1	2	0	\$650,000.00	\$0.00	\$650,000.00
	2	1	2	0	\$650,000.00	\$0.00	\$650,000.00
Academic Success and Retention							
Academic Success and Retention	3	2	2	2	\$544,300.00	\$465,000.00	\$79,300.00
Career Services	1	1	1	1	\$5,000.00	\$3,000.00	\$2,000.00
	4	3	3	3	\$549,300.00	\$468,000.00	\$81,300.00
College of Allied Health							
Biomedical Sciences	2	1	0	2	\$0.00	\$6,306.00	-\$6,306.00
EMT Training	2	2	2	2	\$445,244.00	\$242,622.00	\$202,622.00
Occupational Therapy	0	1	0	0	\$0.00	\$0.00	\$0.00
Speech Pathology and Audiology	2	5	0	1	\$0.00	\$5,768.00	-\$5,768.00
	6	9	2	5	\$445,244.00	\$254,696.00	\$190,548.00
College of Arts and Sciences							
Biology	11	9	6	2	\$45,726.00	\$76,489.00	-\$30,763.00
Center for Archeological Studi	5	8	5	6	\$9,181,695.36	\$1,445,437.02	\$7,736,258.34
Chemistry	1	1	0	0	\$0.00	\$0.00	\$0.00
Coastal Weather Research Center	1	0	1	0	\$194,400.00	\$0.00	\$194,400.00
Communication	1	0	0	0	\$0.00	\$0.00	\$0.00
Earth Sciences	3	5	3	6	\$71,580.04	\$748,001.77	-\$676,421.73
English	1	2	1	0	\$2,500.00	\$0.00	\$2,500.00
History	1	2	1	1	\$9,999.00	\$5,613.00	\$4,386.00
Marine Sciences	29	36	22	12	\$13,541,618.43	\$2,470,400.93	\$11,071,217.50
Math and Statistics	11	3	5	3	\$721,317.21	\$43,611.69	\$677,705.52
Modern & Classical Languages and Literature	2	3	2	1	\$9,909.00	\$15,000.00	-\$5,091.00
Philosophy	0	5	0	3	\$0.00	\$113,915.00	-\$113,915.00
Physics	4	9	5	2	\$919,770.11	\$127,733.31	\$792,036.80
Political Sci / Criminal Justi	5	5	1	1	\$103,537.00	\$3,435.00	\$100,102.00
Psychology	13	9	9	7	\$1,641,780.34	\$5,914,285.43	-\$4,272,505.09
Soc / Anthro / Social Wrk	1	4	2	2	\$280,212.03	\$110,911.20	\$169,300.83
	89	101	63	46	\$26,724,044.52	\$11,074,833.35	\$15,649,211.17
College of Education and Professional Studies							
Coll of Educ./Profess. Studies - Dean's Office	10	11	14	7	\$5,447,632.08	\$3,155,245.40	\$2,292,386.68
Counseling & Instructional Sciences	4	6	4	5	\$839,020.18	\$321,695.24	\$517,324.94
Health, Kinesiology and Sport	7	7	1	4	\$174,414.70	\$104,314.00	\$70,100.70
Leadership & Teacher Ed	5	4	4	1	\$1,916,633.93	\$151,661.48	\$1,764,972.45
	26	28	23	17	\$8,377,700.89	\$3,732,916.12	\$4,644,784.77
College of Engineering							
Chemical Eng	11	14	6	6	\$427,352.00	\$576,948.42	-\$149,596.42
Civil Eng	24	24	13	5	\$4,062,929.11	\$7,102,776.10	-\$3,039,846.99
College of Engineering - Dean's Office	3	2	2	3	\$9,883.00	\$162,227.64	-\$152,344.64
Electrical Eng	37	27	20	10	\$3,816,990.75	\$236,799.00	\$3,580,191.75
Mechanical Eng	16	11	4	6	\$46,500.00	\$377,807.99	-\$331,307.99
	91	78	45	30	\$8,363,654.86	\$8,456,559.15	-\$92,904.29
College of Medicine							
Biochem/Molecular Biology	14	17	7	5	\$2,662,697.78	\$1,169,713.70	\$1,492,984.08
Center for Disaster Healthcare Preparedness	4	5	2	9	\$1,230,108.02	\$4,617,694.70	-\$3,387,586.68
Center for Healthy Communities	1	4	3	5	\$342,996.00	\$1,553,907.58	-\$1,210,911.58
Center for Lung Biology	53	58	18	22	\$5,554,689.74	\$6,619,979.60	-\$1,065,289.86
College of Medicine - Dean's Office	1	1	1	1	\$543,913.00	\$504,064.00	\$39,849.00
Comparative Medicine	1	0	0	0	\$0.00	\$0.00	\$0.00
Emergency Medicine	0	0	0	1	\$0.00	\$0.00	\$0.00
Family Medicine	3	8	6	7	\$7,269,124.24	\$6,584,033.38	\$685,090.86
Internal Medicine	3	3	3	6	\$419,075.20	\$520,432.20	-\$101,357.00
Microbiology/Immunology	11	10	11	6	\$1,628,024.07	\$509,678.41	\$1,118,345.66
Neurology	4	1	2	7	\$15,614.00	\$10,088.00	\$5,526.00
OBGYN	2	4	2	4	\$39,789.08	\$53,995.76	-\$14,206.68
Orthopaedics	2	1	1	0	\$8,550.00	\$0.00	\$8,550.00
Pathology	29	16	7	2	\$2,660,191.24	\$436,653.95	\$2,223,537.29
Pediatrics	6	13	17	15	\$168,850.20	\$203,938.20	-\$35,088.00
Pharmacology	27	19	14	18	\$1,712,384.43	\$2,975,927.17	-\$1,263,542.74
Physiology/Cell Biology	2	11	1	7	\$218,200.00	\$1,884,978.46	-\$1,666,778.46
Surgery	8	2	4	2	\$60,866.22	\$2,225.00	\$58,641.22
	171	173	99	117	\$24,535,073.22	\$27,647,310.11	-\$3,112,236.89
College of Nursing							
Adult Health Nursing	2	1	0	0	\$0.00	\$0.00	\$0.00
College of Nursing - Dean's Office	2	2	4	3	\$1,815,931.44	\$1,264,412.77	\$551,518.67
Community Mental Health	5	6	4	3	\$1,705,186.96	\$1,305,873.60	\$399,313.36
Maternal/Child Health	3	2	2	2	\$133,135.00	\$126,978.00	\$6,157.00
	12	11	10	8	\$3,654,253.40	\$2,697,264.37	\$956,989.03
Division of Student Affairs							
Talent Search	0	1	0	0	\$0.00	\$0.00	\$0.00

College/Dept	Proposals		Awards		Award \$ Received		Change vs. FY21 YTD (\$)
	FY22 YTD	FY21 YTD	FY22 YTD	FY21 YTD	FY22 YTD	FY21 YTD	
Upward Bound	2	0	2	1	\$298,601.00	\$297,601.56	\$999.44
	2	1	2	1	\$298,601.00	\$297,601.56	\$999.44
Financial Affairs							
Financial Affairs	1	1	1	1	\$18,691,792.00	\$18,065,495.00	\$626,297.00
	1	1	1	1	\$18,691,792.00	\$18,065,495.00	\$626,297.00
Global USA							
International Education	2	1	1	1	\$500.00	\$3,625.00	-\$3,125.00
	2	1	1	1	\$500.00	\$3,625.00	-\$3,125.00
Graduate School							
Graduate School	1	1	1	1	\$20,000.00	\$20,000.00	\$0.00
	1	1	1	1	\$20,000.00	\$20,000.00	\$0.00
Honors College							
Honors College	1	3	3	0	\$500,768.53	\$0.00	\$500,768.53
	1	3	3	0	\$500,768.53	\$0.00	\$500,768.53
Mitchell Cancer Institute							
MCI Clinical Trials	1	9	0	7	\$0.00	\$119,135.00	-\$119,135.00
MCI Research	1	0	0	3	\$0.00	\$124,827.60	-\$124,827.60
Mitchell Cancer Institute	14	11	9	5	\$946,607.01	\$446,092.10	\$500,514.91
USA Health Clinical Trials	4	6	35	49	\$849,581.24	\$848,966.92	\$614.32
	20	26	44	64	\$1,796,188.25	\$1,539,021.62	\$257,166.63
Mitchell College of Business							
Economics Finance	0	1	0	0	\$0.00	\$0.00	\$0.00
Management	0	1	0	0	\$0.00	\$0.00	\$0.00
Mitchell College of Business - Dean's Office	1	0	0	1	\$0.00	\$92,000.00	-\$92,000.00
	1	2	0	1	\$0.00	\$92,000.00	-\$92,000.00
Office of Diversity and Inclusion							
Office of Diversity and Inclusion	1	1	0	0	\$0.00	\$0.00	\$0.00
	1	1	0	0	\$0.00	\$0.00	\$0.00
Office of VP Development and Alumni							
Office of University Development	0	1	0	1	\$0.00	\$40,000.00	-\$40,000.00
	0	1	0	1	\$0.00	\$40,000.00	-\$40,000.00
Research							
Research	0	0	2	1	\$2,949,191.26	\$722,187.00	\$2,227,004.26
Research Innovation	0	1	0	2	\$0.00	\$173,731.29	-\$173,731.29
Research and Economic Dev	1	1	3	3	\$207,734.00	\$806,876.37	-\$599,142.37
South Alabama Ionic Liquids (SAIL)	4	1	2	1	\$5,766,454.93	\$510,249.21	\$5,256,205.72
	5	3	7	7	\$8,923,380.19	\$2,213,043.87	\$6,710,336.32
School of Computing							
Computer Science	5	1	1	0	\$594,655.49	\$0.00	\$594,655.49
School of Computing - Dean's Office	20	28	16	23	\$1,814,579.61	\$1,696,112.62	\$118,466.99
	25	29	17	23	\$2,409,235.10	\$1,696,112.62	\$713,122.48
Simulation Lab							
Simulation Lab	2	1	0	0	\$0.00	\$0.00	\$0.00
	2	1	0	0	\$0.00	\$0.00	\$0.00
USA Hospitals							
Ambulatory Services	0	1	0	1	\$0.00	\$2,014,287.00	-\$2,014,287.00
Childrens Womens Hospital	1	2	1	4	\$500,000.00	\$1,020,078.00	-\$520,078.00
Hospitals and Clinics	2	2	1	4	\$3,385,383.00	\$3,126,662.00	\$258,721.00
University Hospital	4	5	10	8	\$7,887,412.00	\$14,687,303.00	-\$6,799,891.00
	7	10	12	17	\$11,772,795.00	\$20,848,330.00	-\$9,075,535.00
USA Police							
USA Police	1	0	0	0	\$0.00	\$0.00	\$0.00
	1	0	0	0	\$0.00	\$0.00	\$0.00
VP Fin and Adm							
Student Financial Success and Support	0	1	0	1	\$0.00	\$25,000.00	-\$25,000.00
VP Fin and Adm	1	1	6	11	\$102,026.20	\$52,430,571.42	-\$52,328,545.22
	1	2	6	12	\$102,026.20	\$52,455,571.42	-\$52,353,545.22
Grand Total	471	486	341	355	\$117,814,557.16	\$151,602,380.19	-\$33,787,823.03

**Arts & Sciences Diversity, Equity, and Inclusion Committee
2021-2022**

**Proposed DEI Statement for Departments to Include on Websites, Promotional Materials,
and Syllabi**

The College of Arts & Sciences embraces diversity in its individual differences, including human characteristics such as ethnicity, gender identity, race, physical or mental ability, nationality, age, religion, sexual orientation, socioeconomic status, and/or veteran status. These and other important attributes reflect the complexity of our increasingly diverse student body, local community, and national population in a global society.

The College of Arts & Sciences values the considerable educational benefits of diversity as we prepare students to contribute to the broader world beyond our geographical region. By providing students with an awareness of the complexity of global issues and contexts, we prepare them for productive and meaningful careers and life experiences. This, in turn, contributes to the development of an educated workforce that will be responsive to the needs of their community. Members of the university who interact with and gain an understanding about people from a variety of backgrounds are more apt to understand, appreciate and excel in the community they inhabit. To that end, diversity, equity, and inclusion is aligned with the College's mission of providing students with a superior education in service to the needs of the gulf coast, the nation, and the world.

13) Integrating Freshman and Transfer Students in Your Department (Dr. Loomis)

-AATS transfer advising to 45 hours for students going through partnership programs like Pathway who have been working with an AATS advisor at their prior institution.

- Continue to look for ways to better integrate freshmen into your department during first year.

- making sure they are on lists for all department event announcements.
- invitation to join clubs
- invitation for special events/meetings/opportunities.

14) Early spring outreach to enrolled students (Dr. Loomis)

-Amber Day will contact you regarding postcards from your department

- Pre-Health Preview Day Feb. 6 (Monday)

15) Probationary, Mid-Probationary, Tenure, and Promotion Deadlines (Dr. Loomis)

Tenure and Promotion Deadlines

Dec. 2

Deadline for the completed Department Tenure Committee/Promotion Committee reviews. Deadline for Committee Chairs to add their recommendation narrative, and the completed and signed Tenure and Promotion Committee Forms, to the front of the "Reviews.pdf" document in each candidate's Google Drive folder.

Jan. 6

Deadline for the Department Chair to meet with the candidate and inform the candidate of the recommendation for promotion, tenure, or both. The Chair shares with the candidate his or her written recommendation for or against tenure/promotion and gives the candidate a copy this report, as well as of the Notification form.

* Candidates for tenure and/or promotion have one week from the time of the meeting with the Chair to include any additional materials supporting his/her candidacy by sending them as a PDF to the Dean.

Jan. 13

Deadline to submit all review materials, including Department Chair's recommendation(s) and completed and signed Promotion and Tenure Recommendation and "Departmental Review Notification" form to the Dean's Office.

Mid-Probationary Review Deadline

Reviews are due with your evaluation by **Friday, March 10, 2023**. You must have met with the candidate to discuss the results of the Departmental and Chair reports by this date.

Chairs set the candidate's and department committee's MP deadlines.

16) 2022-2023 Internal Grant Deadlines (Dr. Loomis)

Support and Development Awards (SDA)

- a. Call for Proposals was Oct 3rd, 2022
- b. Proposals Due Nov. 25th, 2022

Summer Professional Development Awards (SPDA)

- a. Call for Proposals: was Oct 18th, reminder Nov. 29th, 2022.
- b. Proposals due Jan 10th, 2023.

17) 2022-2023 A&S Awards Reminder (Dr. Loomis)

- a. First call for Nominations will be Nov. 30th, 2022.
- b. Nominations due by 5:00 p.m., Feb. 15th, 2023.
- c. Supporting Materials from applicants due March 15th, 2023.

Reminder: Excellence in Directed Studies Award. The award is given in recognition of outstanding faculty performance in undergraduate directed studies or similar directed learning courses, such as undergraduate senior thesis courses. The award is intended to recognize faculty undergraduate instruction that is not a part of a faculty member's standard teaching load.

18) Spring New Student Online Orientation Nov. 7- Dec. 17 and January 6 – 7 (Dr. Loomis)

Spring transfer advising started Nov. 7. Please make sure to update the transfer student dashboard once a student has been advised. A reminder that it is very helpful to add advising notes in Navigate South.