

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

Agenda

- 1) Approve the Minutes of the November 18, 2021, Chairs Meeting
- 2) M-W/T-TR Class Schedule Proposal (Dr. Meeker)
- 3) Budget Update
- 4) Spring 2022 Enrollments
- 5) Sponsored Activity Update
- 6) Faculty Contracts
- 7) One-Year-Only Contract Renewals (February 21, 2022)
- 8) FAR 2021-2022 Submission Deadlines
- 9) Maymester and 2022 Summer School Contracts and Scheduling (March 18, 2022)
- 10) Meet and Greet with the President and Provost (March 31, 2022, at 2 p.m.)
- 11) Program Review Reminder (Dr. Coleman)
- 12) Assessment Update (Dr. Coleman)
- 13) 2022 Employee Campaign (Dr. Coleman)
- 14) Faculty Activity Report Information (Dr. Coleman)
- 15) New Student Registration System and Inactivating Unused Courses (Dr. Loomis)
- 16) Proposed Revision to Grade Replacement Policy (Dr. Loomis)
- 17) Upcoming Recruitment Events (Dr. Loomis)
- 18) Advising Holds and Advising Resources (Dr. Loomis)
- 19) Annual/Mid-Probationary Reviews Reminder (Dr. Loomis)
- 20) 2022-2023 Bulletin Updates and Template for BA/BS Degrees (Dr. Loomis)
- 21) Spring 2022 Commencement (A&S: Saturday, May 7, at 10 a.m., Mitchell Center)
- 22) Other Business

15) New Student Registration System and Inactivating Unused Courses

- South Scheduler is going to be discontinued this spring, and replaced with a new registration system in PAWS. The new system shows *all* active courses to students, whether or not they are being offered in a given term. For instance:

| Browse Courses | | |
|--|--------------|-----|
| Search Results — 143 Courses Term: Summer Semester 2022 Subject: History (HY) | | |
| Medieval Civil 950-1300 | History (HY) | 351 |
| Renaissance Europe 1300-1520 | History (HY) | 352 |
| Reformation Europe | History (HY) | 353 |
| Ancient Regime Europe | History (HY) | 354 |
| French Revolution | History (HY) | 355 |
| European Civ 1815-1918-W | History (HY) | 356 |
| Europe Since 1945 | History (HY) | 357 |
| History of Africa since 1500 | History (HY) | 362 |
| Islamic Civilization to 1453 | History (HY) | 364 |
| Islamic Civilization 1453 - W | History (HY) | 365 |
| Traditional China | History (HY) | 366 |
| Modern China | History (HY) | 367 |
| Japan | History (HY) | 368 |
| Modern Japan | History (HY) | 369 |
| Soc History of Early America | Calendar | 371 |

Students may wait to try to take courses they see, not realizing that they will never be offered. Please *inactivate* courses with a CAF that you don't expect to be taught in the near future. You can easily reactivate them if a faculty member wants to teach them.

Kelly Taylor has provided an instruction guide for the new system. I can send it to you upon request.

16) Proposed Revision to Grade Replacement Policy

Attached, next page. Please provide feedback to Loomis by 3/1. Changes in this proposal:

- Replacements limited to 100 and 200-level courses.
- No replacements for grades higher than "D".
- Up to 12 credit hours eligible for replacement (currently three courses).
- In the term prior to graduation, unused replacement hours can be used to remove D or F grades from the GPA for courses not required for graduation (e.g., student does poorly in a prerequisite and then changes majors and no longer needs the prerequisite).

Draft Grade Replacement Policy – DRAFT ONLY

Under certain conditions, a student may request that an earlier grade not be used in the calculation of the USA grade point average.

Please Note: A USA grade point average that includes grade replacement may not be used for some purposes. For example, graduate and professional programs may recalculate your grade point average with no grade replacement for admissions decisions.

If you are receiving financial aid, please be aware that the Satisfactory Academic Progress Policy is separate from the Grade Replacement Policy. Replacement of a grade does not change the satisfactory academic progress calculation. All work attempted is part of this calculation and repeating courses could negatively affect your eligibility for financial aid. If you have questions please contact the Office of Financial Aid at (251) 460-6231 or finaid@southalabama.edu.

Grade Replacements are subject to the following conditions:

- A maximum of 12 hours of lower-division (100-200 level) course grades may be replaced when a course is repeated. Only USA undergraduate students qualify for this policy.
- All attempts for each course are recorded on the transcript. Courses that are not used in calculating the GPA will remain on the transcript.
- Only courses taken at USA are eligible for grade replacement.
- No course may be repeated if a grade of C or better has already been earned.
- Certain courses are not eligible for grade replacement. Courses that are not eligible include: Graduate courses, PE activity courses, internships/clinical courses, health science professional courses, field experiences, and research seminars. Please check with your specific program for further restrictions on eligible courses.
- A course grade received as a result of academic misconduct does not qualify for grade replacement.
- Once a student graduates, a class may not be repeated to improve his/her grade point average.
- Grade replacement does not change a student's past academic standing.
- In the semester prior to graduation, a student may request to use any of their remaining 12 replaceable credits to remove grades in 100- or 200-level courses that are not required to meet degree requirements. All degree requirements must still be met prior to graduation. Students may submit a written request for grade deletion to their academic dean's office in the semester prior to graduation. Once a request for deletion of a grade has been granted and that grade has been removed from the calculation of the cumulative GPA, the grade and credit cannot be restored.

17) Upcoming Recruitment Events

- **March 7-11. Department Open Houses** via. Zoom hosted by departments.
- **March 26th (Saturday) USA Day**. Mitchell Center and Jag Gym. Please plan to have department representatives attend that morning. Crystal will follow-up with details.
- April 8th. North Alabama Takeover on-campus. No department representation required.
- April 22nd. Homeschool Takeover on-campus. No department representation required.

18) Advising Holds and Advising Resources

- The AA advising hold currently will not block registration. Do we want to request that this be changed?
- Advising Handbook resource for all advisors at:

<https://www.southalabama.edu/departments/academicadvising/advisingmanual/>

19) Annual/Mid-Probationary Reviews Reminder

Annual reviews for probationary faculty who are not up for mid-tenure review or tenure review must be completed by **April 6th, 2022**.

Department Mid-probationary Reviews must be completed by **March 11, 2022**.

Remember that you must meet with the candidate to discuss the results of both the Department Mid-Probationary Review Committee's evaluation and your own evaluation. You will also provide the faculty with a copy of the written report submitted by the mid-probationary review committee, and your chair's summary. The candidate should sign and date this summary to indicate it was received. After it is signed by you and the candidate, the chair's report is to be scanned and added to the front of the "Reviews.pdf" document, before the Department Review Committee's report.

20) 2022-2023 Bulletin Updates and Template for BA/BS Degrees

Round two of revisions is due Tuesday, Feb. 22nd.

I sent a template for bachelor's degrees on Jan. 25th with the other bulletin materials. This template has the new General Education courses on it; please use it to update your BA and BS general education requirements.