

Chairs' Meeting  
Agenda  
Wednesday August 23, 2023  
10:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, NCovey, APimpletonGray, AHux, AWheelerGryffin

**New Business**

1. Privately Funded Scholarship Update- LGBryant discussed with chairs the updated automated process of application and awarding of scholarships. Applications will open Oct. 1 and close Feb. 1. Earlier marketing of opportunities will need to occur.
2. Committees- LGBryant shared college document identifying departmental appointments. Chairs were asked to communicate these to faculty. Discussion regarding student travel funding committee, decision was made to have associate dean chair the committee for the 2023-24 academic year. UG & G student grievance pool names are due by August 30.
3. Homecoming Celebration – Friday, October 20, 4:00-6:00 PM, Spring River Room  
Need Outstanding Alumni: Name, Title, Correct spelling, Biographical sketch, can they attend? Deadline will be August 31, 2023. – MJBradley discussed the event with chairs and asked them to share and encourage faculty to attend.
4. Budget- Handouts – MJBradley discussed departmental budgets with chairs.
5. Assessment Leaders Report- Request for Mary Elizabeth. Shared emails from May 30 & June 6. Chairs were asked to discuss with program coordinators and set date for Taskstream.
6. ADC Update-
  - a. CChisholm – Role with deans renting the suite. Riley Minard will assist with stocking, phone provided.
  - b. CWhite discussed the loss of a father on move-in day.
  - c. College will receive PD money if we can't afford then dean's office will assist. Next year there will be a process in Provost's office, it will not go to dean's office.
  - d. Summer workload under review. Cannot have a required class only offered in Summer.
  - e. Incomplete will be an option in Banner.
  - f. Course Fees – RHannah and DMcMillian will present.
  - g. October – carry forward account, how will it be spent and how will we account for it? Chairs encouraged to ask faculty what conferences they plan to attend.
7. Department Updates-
  - a. ELCSE – AHux – no report
  - b. TE – NCovey reported that department has hired off-campus positions.
  - c. HPESS – AWheelerGryffin reported that building construction is ongoing. Athletic department use of academic space. Monday Coffee Hour will begin with faculty to promote informal opportunities to chat, room 242.
  - d. P&C – APimpletonGray reported that department is alive and that DMurry came to discuss Canvas.
8. Other-
  - a. Pack Preview Dates – Faculty representation will be needed.
    - i. September 16
    - ii. October 21
  - b. System Support Network

- c. ASU System Policy regarding leave
- d. Admin Specialist job description has been sent to Lori, she approved.
- e. Template for overloads, want to share with other colleges.

**Deadlines:**

**August 25<sup>th</sup>**

- Undergraduate Curriculum Council Proposals Due

**September 8<sup>nd</sup>**

Graduate Council Proposals Due

**September 8<sup>th</sup>**

- Undergraduate Curriculum Council Meeting

**September 21<sup>th</sup>**

- Graduate Council Meeting

**Holiday:**

**September 4<sup>th</sup>**

- Labor Day