

Chairs' Meeting
Agenda
Wednesday, April 24, 2024
10:00 a.m., ED 330

NOTES

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

New Business

1. Summer Term Procedures & Low Enrollment – MJBradley reminded chairs of recent email from KHicks regarding the limitation of low enrollment courses. Workload email from MAdams has been sent out (May 6 deadline).
2. NSO – Thursday, May 23 – LGBryant reminded chairs of this event. Faculty are requested to attend.
3. Account Balances – MJBradley shared handouts providing departmental budget balances. Discussion took place. Please direct any questions to TKeys.
4. Summer Office Hours - Starts May 6th, 2024 – MJBradley reminded chairs of summer and office coverage. M-Th 9hrs, F 8-12.
5. ADC Updates-
 - a. Congrats to CJonesBranch, CLAC dean. Opening in the Graduate school, 1 yr interim, not allowed to apply for permanent position.
 - b. GA stipends increasing
 - c. Off-budget, provost requests review
 - d. Equity, resolution from faculty senate to increase salaries.
 - e. Cannot just hold our jobs, need to move “needle”.
 - f. Summer low enrollment, justifications will be needed.
 - g. EPAF, please don't send forward until closer to time to teach the course.
 - h. Hiring plans are needed, requests that all adjunct needs are sent together.
 - i. Chairs can teach this summer, but not in the future.
 - j. Advising realignment.
6. Committees -
7. 2024 Fall Opening – August 19, TBD
8. Department Updates
 - a. ELCSE – No report
 - b. TE – Reading faculty, KHoyt, residency governance meeting was held on 4/24 with positive turnout.
 - c. HPESS – No report
 - d. P&C – Psych, QFang
9. Other
 - a. Graduate Council proposals are coming forward regarding graduate faculty status.
 - b. MJBradley shared email from TMarsico regarding policy.

Deadlines:

May 24

- Requisitions for items requiring quotation bids (*orders from \$20,000-\$74,999.99 and not on state contract*). (Purchases exceeding \$20,000 and less than \$74,999.99 in total cost, including freight charges, but excluding sales tax.)

May 4

- Commencement – Jonesboro and Beebe

May 13

- Commencement – ASU Mountain Home

May 16

- Commencement – ASU Mid-South, West Memphis

June 20

- Requisitions for small order items (*orders \$20,000 or less*) and all state contract items regardless of cost.

*On-Campus purchasing requisitions can be entered until **June 24**. (Printing Services, Parking Services, Facilities Management, ITS, IT Store)

June 20

- Payment requisitions (paying invoices, registrations, membership, etc.). This includes grant accounts, on-campus purchasing requisitions (Printing Services, Parking Services, Facilities Management, University Police, ITS, IT Store)

Requisitions must be entered and **approved** in Banner by **NOON (12:00 p.m.)** on the deadline date. All requisitions received after this date will not be processed.