

Chairs Meeting  
Agenda  
Wednesday, February 28, 2024  
10:00 a.m. ED 330

NOTES

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

**New Business**

1. Accepted Student Date (Yield) - March 9<sup>th</sup> from 9:00-1:00 – LGBryant shared information regarding event and requested that chairs identify 2 faculty members to work event. MNorthcutt joined and answered questions.
2. Committees- LGBryant provide a handout of current appointments, asked chairs to begin thinking about future faculty appointments.
3. Scholarships – Chairs discussed the privately funded scholarship portal and applications.
4. Commencement (Graduation) – May 4<sup>th</sup> MJBradley reminded chairs of event and future call for faculty numbers.
5. Convocation of Scholars – **COEBS Honors Banquet – Monday, April 15; name of recipient and biography due February 28<sup>th</sup> to Morgan** – MJBradley reminded chairs of event.
6. Teaching schedules for Summer and Fall 2024- **Deadline to have them submitted to Morgan by 3-29-2024.**
7. ADC Updates
  - a. CIP/CUPA Code review.
  - b. Current faculty salary negotiations require documentation.
  - c. Examination of course rebuilds. 80% of course change will be required. Ensuring courses are not “correspondence-equivalent”. MJBradley suggested that we invite Chris Boothman to the next chairs meeting.
  - d. Budget building phase on-going. Departments should have a plan in place for carry forward accounts.
  - e. Classroom space – looking toward a centralized software platform to schedule classes.
  - f. Enrollment is trending up. 5000+ applications. PR blast forthcoming.
  - g. 185 registered for April 9 yield event.
  - h. Retirement requires chair’s email to dean justifying need for replacement.
  - i. \$60M worth of grants submitted last week.
  - j. The need to clean up course rosters.
  - k. HLC visit – April 22-23.
8. Updates
  - a. HPESS- May have GA position, March 11-15 SHAPE America, March 7-8 CSACSM. Sponsoring keynote.
  - b. P&C-Faculty participated in “What’s missing in our classroom” workshop (LMunWhah).
  - c. TE-RTowery reception postponed. Spring Fling 11-12:30 scheduled for 2/29.
  - d. ELCSE- Interviewing for data coordinator (x4). Applying for ESOL institute grant (50+ attendees). June 11-12 Kern event. Submitted WF grant for character education.
9. Other-

- a. Research Faculty Appreciation event tentatively scheduled for March 27, handout provided.
- b. Campus climate discussion.
- c. Website.
- d. Departmental budget review.

**Deadlines:**

**February 29<sup>th</sup>**

- Deans provide appropriate feedback **and written documentation to 3<sup>rd</sup>-year Comprehensive Pre-tenured Review**

**March 1<sup>st</sup>**

- Self-review of current year (2023-2024) unit goals to Provost.

**March 1<sup>st</sup>**

- Dean provide written recommendations to PRT applicants; Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their college dean by the close of the third business day following receipt of written notification, but **no later than day end 03/06/2024**

**March 7<sup>th</sup>**

- Date for chairs to provide retention recommendations for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year pre-tenured faculty to the dean (for 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>-year reappointments)

**March 8<sup>th</sup>**

- Graduate Curriculum proposals due

**March 8<sup>th</sup>**

- Undergraduate Curriculum Committee Meeting

**March 21<sup>st</sup>**

- Graduate Council Meeting