

Chairs' Meeting
Agenda
Wednesday, November 15, 2023
10:00 a.m., ED 330

NOTES

Attendees: LGBryant, APimpletonGray, AWheelerGryffin

New Business

1. Academic Appointments- Handout provided and discussion was had regarding current proposal to host academic visitors during lunch at the cafeteria.
2. Student Evaluations email – reminder was provided regarding an email request from CBode about student evaluations. Chairs were reminded that the new workload template starting in the Spring 2024 semester will serve as the template to assist CBode with knowing which courses need evaluations.
3. Faculty Achievement Awards- Handout Dr. Amanda Wheeler Gryffin – handout containing dates was provided.
4. ADC Update – No handout provided, MJBradley will discuss at the next chairs meeting.
5. Calendar- Draft on Wednesday – draft of 2024-2025 academic year calendar is expected soon.
6. Department Updates
 - a. ELCSE – No report
 - b. HPESS – No report
 - c. P&C – Department will schedule a meeting with the dean to discuss various program concerns.
 - d. TE – No report
7. Other

Deadlines:

November 16th

- Graduate Council Meeting

December 8th

- Undergraduate and Graduate Meeting Date (NO New Proposals Accepted)

January 2rd, 2024

- Last day for PRT candidates to submit promotion and tenure applications to their Department PRTC

January 2rd, 2024

- Last day for 3rd-year pre-tenured faculty to submit applications for Comprehensive Pre-tenured Review to their department PRTC

January 2rd, 2024

- Professional activities, productivity, and merit evaluation documents to be considered for reappointment recommendation for individual faculty members are due to department chair