

Chair's Meeting
Meeting Agenda
Wednesday, January 4, 2017
10:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, Kbiondolillo, SBounds, RTowery, SDeprow

Old Business

New Business

- 1) Syllabi Analysis – Summer DeProw discussed the review of syllabi from Fall 2016 semester. COEBS submission of syllabi has improved 14% from last review. Request for 100% in Spring 2017 semester. SBounds requests that adjuncts have the ability to submit. SDeprow advises that individual student names and IDs not be revealed in Banner for special courses (i.e. thesis, internship, variable, etc.).
- 2) Chair's Meetings (dates and time) – every other Wednesday 9:00 to 10:30. MJBradley shared all future dates with chairs.
- 3) On-line evaluations – Evaluations for both traditional and online were shared with chairs. Chairs expressed desire to add 2 questions to online evaluation to mirror the traditional version. LGBryant will research.
 - Traditional
 - On-line
- 4) Infrastructure – Kbiondolillo asks about items from last infrastructure being filled. MJBradley requests that chairs begin to have conversations with students regarding requests.
- 5) College administration – MJBradley shares that she will request input of departmental faculty regarding full-time chair positions, and requests that current chairs share their interest level.

Upcoming Deadlines

Tuesday, January 17

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

Thursday – Wednesday, January 19-25

- Department PRTC meets to review promotion and tenure applications and make recommendations (5 working days)

Thursday, January 26

- The department PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department PRTC chair by the close of the third business day following

receipt of written notification, but no later than day end, February 1, 2017 (3 working days)

Tuesday, January 31

- Last day for applicants to contact the department PRTC to withdraw from further promotion and/or tenure consideration

Other

- **Equity Reviews due to Dean by noon, January 5** – Reminder provided.