

Chair's Meeting
Agenda
Wednesday, October 26, 2016
10:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, KBionillilo, SBounds, PFinnicum, RTowery, ROliver

Old Business

- 1) Apple Professional Learning Days—October 27-28 – 11 registered attendees for the 28th COEBS day
- 2) Scholarships – The Dean asked chairs to encourage students to apply. Chairs expressed concerned over the Scholarship office no longer providing names of students who are eligible

New Business

- 1) Honors Cohort Model (Ms. Rebecca Oliver) – ROliver provided a review of cohort system and cross listing courses. This option would eliminate the need for students to approach faculty to request
- 2) Testimonials – names of recent graduates for testimonials have been received from chairs and will be forwarded to the A-State Recruitment office
- 3) COSMA Site Visit – Sport Management/Administration site visit will be Thursday 10/27 & Friday 10/28.
- 4) Student Evaluations- Decision confirmed that we would conduct the student evaluations from November 28 to December; Cindy Bode has sent the email to departmental administrative specialist to send CRNs of classes to be evaluated. Undergraduate internship courses will be done by Professional Education Programs Office. Cindy Bode clarified who she had sent the evaluations to in the past. Steve Bounds' department will continue to send ELSCE out.

Upcoming Deadlines

- **October 29** – Senior Preview Day
- **November 4** – Suggested date for Chairs to provide retention recommendations for 2nd-year faculty to the Dean
- **November 4** – Departments provide one electronic copy of their proposed promotion and tenure criteria for 2017-2018 to Patti Reed at preed@astate.edu
- **November 5** – Senior Preview Day
- **November 16** – Teacher Cadet Summit
- **November 28—December 5** – Date for departments/colleges to receive student evaluations of faculty
- **December 12** – Senior Preview Day

Other

- 1.) ADC meeting – Monday, October 24, 2016
A lengthy discussion about the FLSA Time and Attendance Management Procedure for Non-Exempt Employees ensued. A list of non-exempt will be forthcoming.
- 2.) Other handouts were as follows: Operating Procedure for FLSA Time and Management Procedure and Student Academic Load