

Chair's Meeting
Agenda
Wednesday, April 12, 2017
9:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, KBiondolillo, SBounds, RTowery, PFinnicum

Old Business

1. Carry Forward Monies - MJBradley expresses thanks to the chairs
2. Honors Banquet - MJBradley expresses thanks to the chairs
3. Committee Assignments - MJBradley reminds chairs that appointments are **due Today**
4. Scholarships – LGBryant reminds of chairs to award scholarships for 2017-2018

New Business

1. Summer Classes and Overloads – MJBradley shares that the numbers required for summer classes to meet will remain as in previous years. Overloads are to be closely considered before offering and are to be limited.
2. Apple Day: April 14 with Charles Long – **Cancelled due to holiday weekend**
3. Update on Academic Capital Monies – Pop-up banners, tablecloths purchased. Digital signage to come.
4. Budget – MJBradley reminds chairs to monitor budgets as fiscal year comes to a close.
5. Ambassadors Needed – shortage of applicants. Recruiting opportunities may be forthcoming.
6. Searches – Chairs share concerns regarding delay of job offer process. TE – 3; HPESS – 2; P&C – 3; ELCSE – 0.
7. Missing graduation checksheets – MJBradley shares spreadsheet with chairs and requests they address ASAP.

Upcoming Deadlines

April 1-30: Departments and college should fill any vacancies on the department and College PRT committees and elect the university PRT representative

April 14: Classified Performance Reviews

April 24: 2016 Institutional Report of Faculty Performance due to Dean

May 12: Projected Unit Goals for AY 2017-2018 due to Dean

Other

April 20 & 21: Create@State
Student Union – Third Floor

April 26: Kappa Delta Pi Banquet
6:30 to 8:30
Cooper Alumni Center

May 13: Graduation Ceremony at 10:00 a.m.

May 6: Beebe Graduation Ceremony

May 11: MidSouth Graduation Ceremony

May 15: Mt. Home Graduation Ceremony