

Chairs Meeting
Meeting Agenda
Wednesday, September 14, 2016
10:00 a.m., ED 330

NOTES

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

Old Business

- 1) Homecoming Celebration Update
 - a) Game Tickets
 - Beverly Boals-Gilbert has secured 2 tickets per honoree
 - b) Distinguished Winner
 - All departments have now submitted honoree
 - c) List of Invitees
 - Patti Reed has provided a list including retirees to chairs.
 - Invitations will go out to current faculty soon.
 - Chairs provided additional names and will provide to Patti Reed with any additional names via email.
 - Paul Finnicum asked if a certain number of years of service counted as “retired”.
- 2) Administrative Council meeting schedule for 2016-2017
 - Wednesdays @ 10:00 a.m.—every other week beginning August 31 (Friendly reminder)
 - Will periodically invite directors (ERZ, Childhood Services, PEP)
- 3) Website Review
 - Meeting is needed to discuss how to improve website as a whole, less “clicks”, more efficient (Possible attendees could include Mary Elizabeth Spence, Henry Torres, etc.)

New Business

- 1) Privately Funded Scholarships—Handouts –
 - Discussion had regarding updating contacts on master sheet and information with applications. Discussion had regarding how do we advertise?
 - Chairs advised to send any changes to Patti Reed via email.
 - Importance of awarding scholarships was stressed.
- 2) Enrollment/Recruitment—Handout
 - Reviewed. Chairs requested electronic version
- 3) Career Services—Handouts
 - Reviewed services provided.
 - Recommendation to create an employer survey for various programs.
- 4) Library Allocations
 - Email from Criebaum sent to chairs.
- 5) PRT Calendar/Pretenure Faculty List
 - College PRT Faculty Calendar was disseminated to chairs to review for accuracy; PRT Calendar from Academic Affairs will be forthcoming
- 6) Organizational Chart—Handout
 - Reviewed and will be placed on the College website

7) Apple Professional Learning Days

- Handout disseminated and discussed regarding the Apple Learning Specialist trainer and seminar dates as follows:

Seminar Dates:

Date: Thu October 27th, 2016 (campus-wide) - Fri October 28th, 2016
(COEBS)

Date: Thu January 19th, 2017 (campus-wide) - Fri January 20th, 2017
(COEBS)

Date: Mon February 27th, 2017 (campus-wide) - Tue February 28th, 2017
(COEBS)

Date: Wed June 14th, 2017 (campus-wide) - Thu June 15th, 2017(COEBS)
Time: 8:00AM - 3:00PM

Other