

Chairs' Meeting
Agenda
Wednesday, November 29, 2017
10:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, KBiondolillo, PFinnicum, JHenley, RTowery, CPeters

New Business

1. Accelerate ASU – MJBradley discussed email from system office requesting completion of the Huron survey
2. Transitional Strategic Plan (Handout) – MJBradley discussed the transitional plan that will be in place until chancellor has opportunity to lead the university in the formulation of one.
3. Katrina Hill – MJBradley shared with chairs the opportunity of the Sales Leadership Center and encourages chairs to have faculty consider it.
4. Syllabi Review – MJBradley requests that chairs have faculty ensure that course descriptions are included on syllabi and match exactly as what is found in the catalogs and that Program Learning Outcomes (PLOs) have been included and addressed.
5. Dean's Student Advisory Council – MJBradley discussed the desire to have this council provide more information regarding the college's climate, suggestions for improvement, etc. and work toward other endeavors other than infrastructure.
6. Budget Update – MJBradley shares an anticipated shortfall in the spring semester.
7. Civitas – Summer and Fall 2018 – MJBradley shared this analytic software that will be coming in spring 2018.
8. Mid-Term Grades – MJBradley discussed the need to have faculty report mid-term grades and to have them accurately reflect student grades at that point in the semester.

Deadlines:

January 12th

- The Office of Institutional Effectiveness solicits faculty comments for the evaluation of chairs

February 5th

- Suggested date for chairs to provide retention recommendations for 1st-year faculty to dean
- Department chairs receive applications and recommendations from the department PRTC
- Department chairs receive applications and recommendations from the department PRTC for 3rd-year Comprehensive Pre-tenured Reviews

February 6th-13th

- Department chairs provide written recommendations to PRT applicants

February 16th

- Chairs complete faculty performance reviews, counseling sessions and merit evaluations
- Official retention notice to 1st-year faculty from the Provost

Other:

- CPeters shared with chairs information regarding HLC program assessment and potential anticipated questions when site visit occurs. Shared that not all programs will be visited, however should all be prepared (online). Discussions regarding student and program assessment, online hour requirement occurred.
- PAppaji will be out of the office Dec. 4 - January 11, MJBradley requested that chairs submit any important documents and travel to her ASAP
- MJBradley requested that chairs submit faculty attendance numbers to PReed via email by Dec. 4.
- MJBradley requested that chairs check the Promotion, Retention and Tenure Calendar for specific due dates—new method for processing PRT Applications is still in progress.