

Chairs' Meeting
Agenda
Wednesday, January 10, 2018
10:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, KBiondolillo, PFinnicum, JHenley

New Business

1. HLC Students—Complaint Process – MJBradley shared with chairs the need to document the process for student complaints. Chairs discuss current practices by department.
2. Retention—Jill Simons – MJBradley discussed further an email from JSimons that contained information regarding student suspensions, withdrawals, and probations.
3. Graduate Faculty Status Proposal (Handout) – MJBradley shared document with chairs that has passed through the Dean's council and will now be vetted through the shared governance process. Intention of policy is to address inclusion of “professional” members.
4. Enrollment Management Report for HLC – MJBradley shared with chairs a document containing a SWOT analysis of graduate enrollment and programs that was completed in 2013. MJBradley requested that chairs review and edit as needed.
5. Strategic Planning Documents by departments/college – MJBradley shared that provost has requested any documentation that indicates departmental strategic planning
6. Graduate Readmission Policy Draft – JHenley shared with chairs the ongoing discussions and edits regarding admission/readmission policies. Further discussions regarding examples were had.
7. Assessment – MJBradley shared document that SDeprow provided to deans at ADC. Learn@State and Create@State were noted. Chairs are asked to ensure that departmental websites are current.
8. Missing Advisors' Names – MJBradley discussed the list of names with chairs and expresses appreciation for their work to correct.

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:

- Please check your Promotion, Retention and Tenure Calendar for specific due dates—
new method for processing PRT Applications is still in progress