

Chairs' Meeting
Agenda
Wednesday, January 24, 2018
10:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, KBiondolillo, PFinicum, JHenley, RTowery

New Business

1. Budget/Travel – MJBradley shared with chairs the importance of Spring enrollment numbers and it's effect on budget. Per Provost, a hard hiring freeze is currently in effect until the 11th day enrollment has been determined.
2. Huron Study – MJBradley shared preliminary discussion points from Academic Affairs office and the importance of monitoring monies.
3. Class Schedules – MJBradley requests that chairs review carefully the summer and fall schedules closely to determine feasibility of offering courses.
4. Preview Day – March 3rd - MJBradley requested that chairs recruit faculty members for this preview day. Final agenda - TBA
5. Commission Completion Update (Dr. Bryant) – LGBryant shared updates with chairs
6. Convocation of Scholars – MJBradley requested that chairs begin to consider one student from each program to recognize at the Convocation of Scholars in April.
7. Assessment Handbook – MJBradley shared with the chairs that the handbook has been updated and will be discussed further at next SGOC meeting. Electronic copies will be emailed to chairs.
8. Department Updates/Events (Events Calendar) – Chairs provided departmental updates.
9. Miscellaneous – MJBradley reminded chairs to enter departmental events into calendar.

Old Business

1. A reminder to complete the Conflict of Interests forms and send to the Dean as soon as possible
2. Teacher Cadet Summit – February 2nd @ UCA.
3. MJBradley requests that chairs meet with representatives from Dean's Advisory Committee to discuss student infrastructure requests – meeting scheduled for January 29.
4. Graduation check sheets verification are due by January 26.

Deadlines:

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