

Chair's Meeting
Agenda
Wednesday, March 28, 2018
10:00 a.m., Dean's Conference Room

NOTES

Attendees: LGBryant, KBiondolillo, PFinnicum, RTowery

New Business

1. Faculty Honors Convocation (Recognitions):
April 10th at 2:00 p.m. – LGBryant asked chairs to confirm the attendance of the retirees and to provide a brief bio for the Dean as she will plan to present, unless the chair is planning to do so. Chairs are requested to submit this information to the Dean by April 6th.
John Beineke (retired December 2017)
Craig Jones (retired December 2017)
Paula Stewart
2. Projected department goals for 2018-2019: - LGBryant requested that chairs submit 2018-2019 goals - Due May 23 to the Dean
3. Committee assignments – LGBryant provided chairs with spreadsheet of current (2017-2018) college committee assignments. Departmental faculty assignments are due April 20 to Associate Dean
4. Scholarships for 2018-2019 – LGBryant requested that chairs ensure that all privately funded scholarships are awarded and that recipient names be provided to Pat Edwards and the Dean's office

Old Business

1. Honors Banquet – reminder of April 9th event - **March 30** Deadline for responses
2. Confirmations of Performance Scholar Recipients – LGBryant requested that chairs ensure that any outstanding confirmations are taken care of ASAP.

Deadlines:

Evaluations:

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| 1. Non-classified | February 26 to March 16 th |
| 2. Chairs | March 5 th to March 23 rd |
| 3. Associate Dean | March 12 th to March 30 th |
| 4. Dean | March 19 th to April 6 th |
| 5. Classified | April 2 nd to April 30 th |
| 6. Carry forward spending plans | Friday, March 30 (To Prathima Appaji) |
| 7. Projected Unit Goals for AY 2018-2019 | Wednesday, May 23 (To Dean) |

Other:

1. PFinnicum initiated discussion regarding the new format of new student registration (NSR).