

Chair's Meeting
Agenda
Wednesday, April 11, 2018
10:00 a.m., Dean's Conference Room

NOTES

Attendees: MJBradley, LGBryant, KBiondolillo, PFinnicum, RJHenley, Towery

New Business

1. Evaluation Kits: Pre-notice to instructors was sent on April 9th. With evaluations starting in a week, please notify Cindy Bode of any missing CRNs. – MJBradley discussed email sent 4/9 from CBode regarding evaluation kit. Requested that chairs ensure that faculty contact CBode if they have not received an email or did not notice a course they are teaching.
2. Summer Institute: Mary Elizabeth Spence shared information and provided handouts on training opportunities for faculty this summer, a) assessment leadership training (use of Taskstream, peer review rubric) & b) Qualtrics. 9-month faculty should receive \$75 per 3-hour session.

Old Business

1. Committee assignments Due April 20 to Associate Dean –
LGBryant reminded chairs to submit assignments
2. Projected department goals for 2018-2019 Due May 23 to the Dean –
MJBradley requested that chairs consider departmental goals for next year and reminded them of the due date.
3. Scholarships for 2018-2019 – LGBryant requested that chairs ensure that scholarships for next year are being filled and to contact Pat Edwards with names of recipients

Deadlines:

Evaluations:

1. Classified April 2nd to April 30th
2. Projected Unit Goals for **AY 2018-2019** Wednesday, May 23 (To Dean)

Other:

1. Confirmation of Performance Scholar Recipients was sent to Dena Bolar Graves (Financial Aid & Scholarships) on April 9th. – LGBryant shared with chairs that recipient names have been forwarded
2. Chairs provided departmental news