

Chair's Meeting
Agenda
Wednesday, July 12, 2017
10:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, KBiondolillo, RTowery, PFinnicum

New Business

1. NSR/Recruitment – MJBradley provides NSR dates to chairs and discusses the tentative schedule, layout, and plan for upcoming dates. Chairs decide to hold College presentation in HPESS 245 prior to departmental breakout sessions.
2. GA Allocation – MJBradley provides graduate assistant numbers to chairs. P & C provides HPESS 1-12 month GA in exchange for 1 9-month.
3. Opening Meeting – MJBradley shares tentative outline of August 17 date.
 - New Faculty – MJBradley requests for PReed that chairs send new faculty information.
 - Faculty Awards – SBounds will be there to present faculty awards.
4. Committee Configuration - LGBryant proposes altering the configuration of the COEBS Academic Appeals committee and provide proposed layouts. AC votes to edit configuration to committee members continuing to serve 3 yr terms but will serve 1 yr terms on the University sub-committees within (UGAA, UGACAC, UEAP) beginning Fall 2017.
5. Enrollment – MJBradley asks chairs if they would like to contact students admitted but not yet enrolled. Chairs decide the JOliver should do so.
6. Chair's Meeting Schedule – MJBradley provides chairs with 2017-2018 academic year.

Other

1. MJBradley leads discussion with chairs regarding cameras in areas of possible need (i.e. COEBS/Library parking lot, west and east entrances to Education/Communication Building, etc.). Chairs agree that there is a need to be proactive. MJBradly will investigate camera installation, monitoring, costs, etc. on campus with BSmith during DCA meeting (7/12) and LGBryant will discuss with JCarvell during upcoming emergency action plan meeting (7/25).
2. At the end of the meeting the Dean requests that Chairs discuss and agree upon the weekly office hours required of faculty. Discussion resulted in an agreement of 6 traditional "face-to-face" (not virtual) hours per week. Amended 8/30/17.

Announcements

1. Convener: Academic Deans Council
2. Charles Long (Apple) Drop-In: **July 26th, 1:00 – 2:30 in Library 301**
3. Program Review – **Due July 17th**