

Chairs' Meeting
Agenda
Wednesday, October 11, 2017
10:00 a.m., ED 330

NOTES

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

New Business

1. Assessment Report – MJBradley discussed a report from SDeProw with chairs, stressing the importance of raising benchmark scores within the college. MJBradley requested that chairs analyze their departmental scores and provide feedback regarding next steps with Assessment office. Feedback from chairs is due by Monday, October 16, 2017.
2. A-State College Fair—October 18th; 8:30 to 2:30; Convocation Center – Chairs were reminded of this event. Two tables will be provided and JOliver will set up, be in attendance, and close down.
3. Commission on Completion – LGBryant provided an update regarding the commission and discussion involved retention ideas for college, faculty concern over the lack of faculty representation on the commission was voiced during the most recent faculty senate meeting. LGBryant requested that should chairs have faculty members within their departments that would be willing to serve in this capacity to share their interest with the Dean's office.
4. TESS/Ed Reflect Calibration—November 15th; 2:00 to 4:00; HSS 2001 – MJBradley discussed the importance of this upcoming training for all EPP faculty who supervise interns and teach methods and material courses. Requested that chairs notify appropriate faculty of this mandatory training.
5. Recruitment Dinner – Chenal Country Club, Little Rock, October 17 – MJBradley requests that chairs provide names of interested faculty by Wednesday, October 11, 2017.

Old Business

1. Homecoming Celebration Updates

Deadlines:

November 6th

- Suggested date for chairs to provide retention recommendations for 2nd-year faculty to the dean
- Departments provide one electronic copy of their proposed promotion and tenure criteria for the upcoming academic year (2018-2019) to the dean

November 20th

- Official retention notices are sent to 2nd-year faculty from the Provost

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