

Chairs' Meeting
Agenda
Wednesday, November 8, 2017
10:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, KBiondolillo, PFinnicum, JHenley, RTowery, GNeal, ABowser, JMcBride, DKeyes, JGrymes, CNichols

New Business

1. Writing Center (handout) – Dean discussed visiting the center and encourages chairs and faculty to do so. Center will assist with resumes, posters, papers, overall writing (i.e. Praxis).
2. Communication Center (handout) - Dean discussed visiting the center and encourages chairs and faculty to do so. Center will assist with presentations, interview skills, etc.
3. Commission on Completion – LGBryant provided an update on CCC, student listening sessions, faculty listening sessions.
4. Reassignment Forms due to Prathima—November 8 – Dean requested that chairs ensure that forms are submitted by the deadline.
5. HLC Events (due to Prathima—November 9) – Dean discussed recruiting events form and requests that chairs ensure that forms are submitted by the deadline.
6. CAEP Update – Dean provides a follow-up regarding recent CAEP on-site visit.
7. Preview Day (November 4)/ Red Wolves Rising (November 14) – Dean requested that 3 faculty represent the college at this event.
8. Call Management System (Lance Bryant) – LGBryant demonstrated the call management system with the chairs and encourages their use of the system.

Deadlines:

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