

Chair's Meeting  
Agenda  
Wednesday, February 7, 2018  
10:00 a.m., Learning Commons—Library Room 120

**NOTES**

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

**New Business**

1. Tour of Learning Commons – Kelli Listenbee, Kristi Costello, & Sarah Scott provided tour of Learning Commons, Writing Center, Communication Center
2. Update from Academic Deans Council – MJBradley shared with chairs information from recent ADC meeting regarding position justification, \$4M budget deficit, and departmental travel should be reviewed. Chairs discussed potential money saving opportunities. MJBradley requested that chairs provide potential opportunities ASAP.
3. Cadet Summit – Chairs discussed recent event and the pros and cons of attending.
4. PRT – MJBradley reviewed calendar with chairs and requested that they ensure deadlines have been met.
5. Other –
  - a. MJBradley reviewed email from KHicks that outlined important deadlines for upcoming budget cycle for FY19
  - b. LGBryant discussed new 2018-2019 privately funded scholarship criteria sheets and requested that chairs ensure that all college scholarships are filled.

**Old Business**

N/A

**Deadlines:**

**February 16<sup>th</sup>**

- Chairs complete faculty performance reviews, counseling sessions and merit evaluations
- Official retention notice to 1<sup>st</sup>-year faculty from the Provost

**February 19<sup>th</sup>**

- College PRTC receives applications and recommendations from department chairs
- College PRTC receive applications and recommendations from the department chairs for 3<sup>rd</sup>-year Comprehensive Pre-tenured reviews

**February 20-March 6<sup>th</sup>**

- The College PRTC meets to review promotion and tenure applications and make recommendations

**Other:**

- Please check your Promotion, Retention and Tenure Calendar for specific due dates—new method for processing PRT Applications is still in progress