

Chairs' Meeting  
Agenda  
Wednesday, January 9th, 2019  
10:00 a.m., ED 330

**NOTES**

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

**New Business**

1. Conflict of Interest/Commitment – MJBradley shared with chairs that LWinn (HR) will be sending a conflict of interest form via email soon for all faculty to complete. Requested that chairs be on the lookout and encourage faculty to complete.
2. Development, Communication and Alumni Committee (Handout) – MJBradley shared with chairs that the committee (BSmith) requests that everyone be mindful of end-users and that all pictures have an alternative text tag. Facebook sites should be monitored and updated on a regular basis. Open faculty pictures are currently available. Articles for Inside A-State are needed and chairs are encouraged to submit as desired.
3. Convention Center (Handout) – MJBradley shared information regarding the future opening of the Embassy Suites and Convention Center. 203 rooms and a restaurant are scheduled to open in the Fall 2019. A potential open house is scheduled for early spring semester.
4. ADE Ambassador's Academy for Pre-Service Teachers (Handout) – MJBradley shared the event and the faculty that would be impacted – Date to be sent from JClugston.
5. PLC Mini-Institute - February 15<sup>th</sup> – MJBradley shared information regarding previous PLC trip to Des Moines, IA and the plan to host a mini institute in central Arkansas.
6. Syllabi – Chairs reminded of the 11<sup>th</sup> day of class deadline submission.
7. Final Exams – Chairs reminded that faculty are required to offer final exams during the final exam week per HLC requirement.
8. Graduate Student Council/Career Fair – MJBradley discussed with chairs this opportunity and solicited feedback. Chairs were in agreement to have representation at this event.

**Departmental Updates:**

1. P&C – KBiondolillo shared updates regarding position openings, BA online approved for search, still trying to fill BS Psychology position, still waiting to hear on CTP position.
2. TE – RTowery shared that TE conference room now has TV. Enrollment numbers remain low, faculty examining ways to improve.
3. ELCSE – JHenley shared ongoing position concerns.
4. HPESS – PFinnicum shared ongoing position openings in the department. SReece has submitted her resignation.

**Deadlines:**

**January 25<sup>th</sup>**

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

**January 29-31st**

- The department chair provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their department chair by the close of the third business day following receipt of written notification, but no later than day end 02/5/2019 (3 working days)

**February 4<sup>th</sup>**

- Suggested date for chairs to provide retention recommendations for 1st-year faculty to deans

**February 5<sup>th</sup>**

- Last day for applicants to contact the department chair to withdraw from further promotion and/or tenure consideration

**February 15<sup>th</sup>**

- Chairs complete faculty performance reviews, counseling sessions and merit evaluations (in accord with the departmental procedures and chair's evaluation form for individual faculty member) and provide reviews and evaluations to deans

**April 2<sup>nd</sup>**

- Chairs complete evaluations for non-tenured faculty and forward to the deans