

Chairs' Meeting Agenda
Wednesday May 08, 2019
10:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, JBiondolillo, PFinicum, JHenley, RTowery

New Business

1. Performance Scholarships – MJBradley & LGBryant discussed that all incoming departmental freshman scholarships have been awarded and that DBGraves has been notified.
2. Interim session: Vacations and office coverage – MJBradley requests that chairs ensure that departments have office coverage during the interim sessions and inform the Dean's office of any vacation time that they may take during this time.
3. Fall meeting schedule; meeting in July 2019 – Document containing Fall chairs & AC meeting dates was distributed.
4. Committees – LGBryant shared document containing 2019-2020 college committee appointments.
5. Department Updates
 - a. P&C – No report
 - b. TE – Few faculty with family issues requiring attention, working toward reading programs compliance with state
 - c. ELCSE – department remains in need of faculty. Recent position offered.
 - d. HPESS – No report
6. Other
 - a. Discussion occurred regarding graduate assistants and their commitments until May 15th. Chairs discussed following the contract and how to address those who leave early prior to the end of their commitments.
 - b. Discussion occurred regarding assessment report and how to address those programs needing improvement – August 15 deadline

Deadlines:

June 14th

- Requisitions for small order items (orders \$20,000 or less) and all state contract items regardless of cost. *ASU Printing Services and Sodexo requisitions can be entered until June 22nd.

June 21st

- Confirming requisitions (paying invoices, registrations, membership, etc.). This includes grant accounts, ASU Printing Services, and Sodexo requisitions.

Requisitions must be entered and **approved** in Banner by **NOON (12:00 p.m.)** on the deadline date. All requisitions received after this date will not be processed.