

Chairs' Meeting
Agenda
Wednesday, November 28, 2018
10:00 a.m., ED 330

NOTES

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

New Business

1. ADC Update – MJBradley shared information from the most recent dean's council meeting
 - Academic Calendar – potential calendar change in future semesters, KDampousse has recommended beginning the semester sooner and fewer days off during Thanksgiving week.
 - Testing Center – MJBradley shared that SDeprow reported that the testing center would be closed during the Thanksgiving break for renovations including new computers.
 - Transfer Plan – MJBradley shared that KWheeler has shared a proposal with the Chancellor regarding transfers. Transfer students have expressed that there seems to be no point of contact for them, proposal includes hiring 2 new coaches to assist.
 - Graduate Council Policies – MJBradley shared that KWheeler discussed thesis/dissertation committee make-up. JHenley shared information regarding graduate assistants.
2. Enrollment and Data Analytics – MJBradley shared that a data analytics position would be hired in January.
3. Syllabi Review – MJBradley shared that the assessment office has been reviewing all COEBS syllabi, awaiting report.
4. Top 3 Priorities – MJBradley shared that KHicks has requested a list of new/reallocation opportunities within the college. Due to KHicks by 12/12. Chairs shared concerns regarding website.
5. Dean's Student Advisory Council – MJBradley updated chairs on recent meetings.
 - Academic Capital
 - Safety
 - Signage
 - Study Areas
6. Lighting
7. Prathima's Absence – MJBradley requested that chairs close any fiscal concerns by the end of the week as Prathima will be out of the office from Nov. 30-Dec. 2.
8. Christmas Lunch – December 12 @ 11:30.
9. Department Updates
 - a. HPESS – have been pursuing open positions within the department.
 - b. Psychology & Counseling – several applicants for temporary position. Approval for vacant KLee position. CACREP site visit pending, report was positive. Clinical Mental Health would like to hire a consultant to assist.
 - c. ELCSE – recently interviewed candidates for open doctoral position.
 - d. TE – reviewing assessment procedures related to edTPA.
 - e. Dean's Office – recently met with the UCC, Graduate Council, & COPE members regarding routing process and other concerns.
10. Info graphic Card – LGBryant shared with chairs the info graphic card that was created by JOliver & creative services.

Deadlines:

January 25th

- 25 (F) Department chair receives promotion and tenure applications and recommendations from the department PRTC
- Department chairs receive applications and recommendations from the department PRTC for 3rd-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 4th

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

February 5th

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

February 8th

- Deans provide to the Provost and VCAAR recommendations for 1st-year pre-tenured faculty to receive 2nd-year appointments for the upcoming academic year

February 15th

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

Other: