

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

NOTES

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

New Business

1. Assessment Report-due October 15, 2018 – MJBradley requested that chairs meet the deadline with the Assessment office (SDeprow). A reminder that DParker will upload Praxis score reports to Taskstream.
2. Pack Preview Day Analysis – LGBryant provided a review of Pack Preview Day
3. Commission on Completion (Lance) – LGBryant discussed upcoming events (Academic open houses, Chancellor's caravan dinners, Transfer fairs, etc.).
4. LMS Taskforce (Kris) – KBiondolillo discussed the leadership of the ongoing LMS taskforce. Membership and timeline are in place. Faculty survey is in the works (options, costs, faculty input). MJBradley recommends that the committee consider sending the survey out multiple times.
5. ITS Appropriate Use of Information & Technology Resources Policy – MJBradley shared the following website and discussed the importance of appropriate use of campus emails by faculty. Chairs are encouraged to relay information to faculty.
<http://www.astate.edu/dotAsset/42c06ed4-f1aa-43f2-88f3-b84cc32cb4b6.pdf>

Old Business

1. Homecoming Celebration Updates-November 2nd, 2018 4:00 p.m.-5:30 p.m.; Spring River Room – MJBradley provided a handout packet of potential attendees, menu, invitations, and discussed with chairs.
 - Recipients- Tammy Edwards, Lauren Matheson, Kyla Warnick, Jackie McBride
 - Invitees
 - Food
 - Plaques
 - Organizers
 - Invitations
 - Program
 - Presenter for each Recipient
2. Searches – Chairs provided an update of departmental searches.

Deadlines:

October 12th

- Chairs to provide comprehensive list of pre-tenured faculty listed by department and evaluation year to the Provost and VCAAR.

November 5th

- Chairs to provide retention recommendations for 2nd-year faculty to the deans.
- Colleges and departments provide one electronic copy of their proposed promotion and tenure criteria for the upcoming academic year (2019-2020_ to the

Office of the Provost/Academic Affairs and Research(jcossey@astate.edu) for review by the UPRTC.

November 14th

- Deans provide to the Provost and VCAAR retention recommendations for 2nd-year faculty to receive 3rd-year appointments for the upcoming academic year.

November 26th

- Official retention notices are sent to 2nd-year faculty from the Provost and VCAAR.

January 25th

- 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