Chairs' Meeting
Agenda
Wednesday, April 29, 2020
10:00 a.m., Virtually via Zoom

NOTES

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

New Business

1. ADC Update – MJBradley reported
    a. BS in Data Science and Data Analysis (Saarnio/Hux – representatives from our college) is progressing, MJBradley will share program info via email.
    b. NSO will be held virtually, discussions were had regarding upcoming events. LGBryant will update chairs following next commission meeting.
    c. CR/NCR – website and student form is available. Discussions were had regarding potential issues and considerations. Implications for teacher education programs.
    d. Certification/Associate degrees – KWheeler reported that students do not have to have a GPA.
    e. ACF – email from KHicks has been sent out to all chairs. Spreadsheets - Time periods include - Maymester, Entire Summer, Summer I courses; Deadlines – Maymester - May 6, Entire Summer & Summer I that meet enrollment numbers 18/12/8 – May 18, and courses that have not yet met enrollment numbers – May 26.
    f. Graduate Assistants for the summer are on a limited basis and will only be funded for essential research/grant funded research. Those GAs with existing contracts will be honored. Further discussions occurred.
    g. Budget – Chancellor has sent an email regarding budget and the need for justification statements for any new positions. Any new searches will be approved by Chancellor's office. Enrollment should be monitored for both Summer & Fall.
    h. Discretionary projects will need to be justified to move forward and continue.
    i. Fall semester – discussions were had regarding future plans and delivery of courses during the fall in response to COVID-19. AUtter requested 2 names to brainstorm for ideas for the potential for teaching online and/or hybrid programs. RKelly/AHux will represent.
    j. Chancellor's email regarding online Summer II has been sent out.
    k. Hiring new faculty in AOS and the need for better communication with academic affairs, deans, & chairs during the process.
2. Performance Scholarships: due May 1, send to Lance. LGBryant requested that chairs ensure that they receive a confirmation email.
3. CR/NCR – discussed above.
4. Summer Courses Spreadsheet: due May 6, send to Lisa and copy Lance and MJBradley – discussed above.
5. Fall meeting schedule; meeting in July 2020 – email from PGraham has been sent out to chairs and directors.
6. Searches – Justification form will be required answering the three important questions.
7. Committees – LGBryant requested that chairs send names by May 1.
8. Budget – discussed previously.

9. Department Updates
    a. HPESS – PFinnicum reported that 2 searches have been completed (SA/ES). Concerns with filing remaining SA opening.
    b. TE – RTowery reported that TE is attempting to revamp MAT potentially online, whole faculty Zoom to occur to discuss enrollment, degree centers, etc. Department challenged with numbers for the fall semester.
    c. P&C – KBiondolillo reported that she was in the process of securing 2 12-month positions but were delayed. Position numbers have been provided. BSPsych position request has been submitted. Complications with Tevera contract for school psych students, signature is needed.
    d. ELCSE – JHenley reported that 3 doctoral positions (1 tenure/2 non-tenure) have been accepted. Justification form has been submitted for Program director in BSE & MAT in SPED.
10. Other

Deadlines:

April 1st - 30th
- Departments and colleges should fill any vacancies on the Department and College PRT Committees, elect their university PRTC representative, and forward the name of replacements to Office of the Provost/Academic Affairs and Research by 4/30/2020

May 8th
- Requisitions for items requiring quotation bids (*orders from $20,000-$74,999.99 and not on state contract*). (Purchases exceeding $20,000 and less than$74,999.99 in total cost, including freight charges, but excluding sales tax.)

June 12th
- Requisitions for small order items (*orders $20,000 or less*) and all state contract items regardless of cost.
  *On-Campus purchasing requisitions can be entered until June 19. (Printing Services, Sodexo, Parking Services, Facilities Management, etc.)

June 19th
- Payment (Confirming) requisitions (paying invoices, registrations, membership, etc.). This includes grant accounts, on-campus purchasing requisitions (Printing Services, Sodexo, Parking Services, Facilities Management, University Police, ITS.)

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.