

Chairs' Meeting
Agenda
Wednesday, February 5, 2020
10:00 a.m., ED 330

NOTES

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

Old Business

1. Scholarships – LGBryant requested that chairs ensure that all 2020-2021 departmental privately funded scholarships be filled. Email sent 2.4.20.

New Business

1. Self-review of 2019-20 unit goals – Feb. 28 – MJBradley shared current year's departmental and college accomplishments and goals. Requested that chairs submit goals by deadline above. PGraham will send an electronic copy of the document.
2. ADC Update
 - a. MGipson attended ADC to share information regarding the Division of Diversity and Community Engagement Overview
 - b. Handout of notes from ADC was shared with chairs
3. Graduate Dean – final candidate (TMcKay) scheduled for interview and presentations on 2.6.20, HSS 2051. Evaluations for other candidates have been emailed, chairs were requested to complete as needed.
4. Committees 2020-2021 – LGBryant requested that chairs review the existing college committee list and begin to fill upcoming vacant spots. Email request forthcoming.
5. Updating classroom computers – Chairs reviewed and discussed listing of older computers and their desire to replace or not.
6. Faculty Association Historic Committee – MJBradley shared that a request has been made to fill a committee to determine eligible individuals for Wall of Honor (Student Union) distinction. JHall is the current university chair.
7. Department Updates
 - a. HPESS – PFinnicum reported that deep cleaning of pool building began on Monday, February 3. Discussions took place with chairs regarding swim courses in the spring/summer. Dance room – 3rd floor needing renovations. Searches for ES and SA are ongoing.
 - b. TE – RTowery reported that TE is in final stages of filling vacant administrative specialist position (PMangrum) and continue to search for a) vacant AOS reading position and b) GMeeks vacancy. Continuing work on schedule. Room renovations are ongoing. Departmental budget is being reviewed.
 - c. P&C – KBiondolillo reported open position should be posted (BS Psych/School Psych). Working on schedule. Anticipate HCursi-Campos's return to campus in the fall semester. BS Psych has curriculum under review. Room 101 should be ready in about a month.
 - d. ELCSE – JHenley reported that ELCSE have interviewed for data analyst position and are continuing.

Other

1. MJBradley discussed equity process, submissions, etc.
2. ARACTE (4.3.20, DeGray, AR) registration is currently available. 10+ faculty registration will receive a discounted rate.
3. Administrative timeclock – MJBradley discussed with chairs the importance of requiring nonexempt employees under their supervision to work between 8 a.m.-5 p.m. during a workday with a 1hr for lunch.
4. Diversity workshop – February 21.
5. Television/Directory updates within the building. 25% directory, 75% A-State information.
6. HOWL CTP – HOWLing 20s Gala - March 7, 2020, 5:30 p.m. -10:30 p.m., Centennial Hall, Student Union.
7. Praxis results have been reported and currently are not in good standing.
8. Website – LGBryant reminded chairs that PAppaji maintains the college website.

Deadlines:

February 4th

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

February 14th

- 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

March 12th

- **Suggested date for chairs to provide retention recommendations for 3rd, 4th, and 5th-year pre-tenured faculty to the dean (for 4th, 5th, and 6th-year reappointments)**

April 8th

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