

Chairs' Meeting  
Agenda  
Wednesday, January 22, 2020  
10:00 a.m., ED 330

**NOTES**

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

**New Business**

1. Conflict of Interest/Commitment – MJBradley reported to chairs current status of received forms. Requested that chairs encourage faculty with outstanding forms.
2. ADC Update – LGBryant (proxy for MJBradley at 1/20 meeting) provided chairs with the following updates,
  - a. Ellucian/Banner (HTorres) information, timeline, and website regarding system-wide deployment of the latest ERD was shared with Deans.
  - b. JBlackburn and EDevareaux shared information regarding the upcoming Create@State event. Dean's awards (\$250) will be awarded to each category (UG poster & oral, G poster & oral). "Case study" is a new category this year and will also carry a \$250 award for 1 university-wide presenter. Proposal deadline is February 1.
3. Syllabi – Repository (MESpence has reported issues with the repository) due: MJBradley reminded chairs of deadlines for submission - January 28, Part term 2 March 10. Faculty with issues are encouraged to contact MESpence.
4. Department Updates
  - a. HPESS – PFinnicum reported 3<sup>rd</sup> floor space has been converted to faculty and staff break room space. Ongoing SA and ES searches.
  - b. TE – RTowery reported that DETter had emergency surgery this week, is recovering now, may be out a while. Interviewing for PMangrum position. A few faculty in the PRT process. Continue promotion of edTPA. Traditional enrollment numbers continue to be down, with online program enrollment continuing to be steady. PMangrum retirement reception will be held tomorrow (1/23).
  - c. P&C – KBiondolillo reported 1 ongoing position. Wish to complete hiring freeze justification form for additional online school counseling program. School counseling program has interest in potential CACREP accreditation going forward.
  - d. ELCSE – JHenley reported that department is working on data analysis at the graduate level and offered to assist with all online graduate program data in the future. Currently have 3 open online doc faculty positions available.
5. EvalKit-Accurate list of classes – MJBradley shared with chairs the concerns and need to ensure all courses have been communicated to CBode. Chairs had discussion regarding issues and concerns.
6. Deadline for 20-21 Privately Funded Scholarships – February 1, 5:00 p.m.
7. Other
  - a. Windows 7 will not be supported going forward. CBode has been ensuring updates throughout the college.
  - b. Newsletter update – Student will be assisting with Fall newsletter and potentially Spring newsletter. An email is forthcoming requesting news worthy items.

## **Deadlines:**

### **January 24<sup>th</sup>**

- Department chairs receive promotion and tenure applications and recommendations from the department PRTC
- Department chairs receive applications and recommendations from the department PRTC for 3<sup>rd</sup>-year Comprehensive Pre-tenured Reviews

### **January 28-30<sup>th</sup>**

- 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 02/4/2020 (3 working days)

### **February 3<sup>rd</sup>**

- Suggested date for chairs to provide retention recommendations for 1st-year pre-tenured faculty to deans

### **February 4<sup>th</sup>**

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

### **February 14<sup>th</sup>**

- 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 12<sup>th</sup>**

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

### **April 8<sup>th</sup>**

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