

Chairs' Meeting  
Agenda  
Wednesday, March 18, 2020  
10:00 a.m., ED 330

**NOTES**

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

**Old Business**

1. Scholarships – LGBryant requested that chairs continue to ensure that departmental scholarships are awarded for the 2020-2021 year
2. Committees 2020-2021 – LGBryant requested that chairs ensure that open college committee appointments are made and communicated to the dean's office, listing of open positions previously emailed.
3. Updating classroom computers – Chairs were requested to contact CBode to communicate departmental intentions regarding classroom computers.

**New Business**

1. COVID-19 – MJBradley shared and updated chairs with latest campus news regarding COVID-19. Chairs were asked to ensure that computer labs were wiped down with appropriate wipes/fluid, Esther, custodial team lead can provide departments with a cleaning solution. Remaining departmental scheduled event list was discussed with each chair and future plans for postponement/cancellation.
2. ADC Update – (from March 9) – LGBryant provided a follow-up report of previously held meeting on March 9<sup>th</sup> with chairs and directors regarding the discussions from the 3/9 ADC meeting.
3. College Academic Advisor – Rachel Hendrix has been hired in the open advisor position.
4. Department Updates
  - a. HPESS – PFinnicum reported that HPESS room 134/130 renovations are complete. 2 ongoing searches (SA/SM). Sport management candidate will be visiting campus Friday.
  - b. TE – RTowery reported that faculty are expressing success with online conversion and Zoom technology. Continuing to work with FM regarding room renovations. Reading and GMeeks searches are ongoing.
  - c. P&C – KBiondolillo reported that 12 applicants have applied for BS Psych/School Psych position. Unsure of any viable candidates.
  - d. ELCSE – JHenley reported that 2 non-tenure & 1 tenure track doctoral faculty searches are ongoing.

**Other**

1. Per KWheeler, students graduating from a degree program and a certificate program simultaneously, they will only be charged for one. Students will need to complete intent to graduate forms for each. Current situations of double charging will be rectified.
2. MJBradley requested that chairs review course and program enrollment numbers to ensure viability.
3. Chairs were asked to review departmental S&S budgets to ensure spending, especially in light of University and state travel restrictions.

## **Deadlines:**

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

- Template for Summer School requests due to Lisa Robinson

### **April 1<sup>st</sup> - 30<sup>th</sup>**

- 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

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

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

### **April 23<sup>rd</sup>**

Projected Unit goals for FY 2020-21