

Chairs' Meeting  
Agenda  
Wednesday, March 4, 2020

Learn@Astate held March 4, 2020. Chairs did not meet and were encouraged to attend conference in support of colleagues.

\*See notes below

### Old Business

1. Scholarships – Ensure that all departmental privately-funded scholarships are awarded for 2020-2021 academic year. Please notify Pat Edwards with name, CWID, and award amount by semester (copy LGBryant).
2. Committees 2020-2021 – Ensure that all departmental vacancies on college committees are filled (previous email sent and denoted by green) – email LGBryant with faculty names.
3. Updating classroom computers – If you have not already done so, please communicate to CBoode ASAP how you would like to handle departmental classroom computer (instructor) replacement.
4. Department Awards – Teacher Education recipient names needed. Ensure names have been submitted via portal and that PGraham has been sent the names for program purpose.

### New Business

1. Self-review of 2019-20 unit goals – DUE to PGraham ASAP. Ensure that you address the goals you listed and which ones you met and how.
2. ADC Update – No update. JSimons and EWakefield provided report to Deans on 3/1.

### Deadlines:

#### March 11<sup>th</sup>

- FY21 Off budget request template due to Lisa Robinson

#### 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)

#### 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