

Chairs' Meeting
Agenda
Wednesday, January 20, 2021
10:00 a.m., Zoom
<https://astatecall.zoom.us/j/92051818819>

NOTES

Attendees: LGBryant, KBiondolillo, PFinnicum, RTowery,

New Business

1. Conflict of Interest/Commitment – turn into Pam by Monday, Jan. 25th – Chairs reminded to ensure faculty and staff complete.
2. Statement of Financial Interest – Chairs reminded to complete and mail by January 31
3. AOS Faculty follow up – meetings will resume next week.
4. ADC Update
 - a. JSimons shared that NSOs held this summer 2021 will be primarily face-to-face. There will be 1 college NSO and 2-3 all major NSOs. Chairs requested that COEBS date be June 15, 2021.
 - b. SHanrahan provided an update regarding campus vaccine clinics
 - c. SJBranch shared that there will be a Graduate School Open House – January 28
 - d. Deans discussed the Convocation of Scholars in April. LGBryant discussed with chairs and requested that they begin to consider how COEBS would like to format and deliver.
 - e. ROWens was announced as the new director of the Faculty Center.
5. Syllabi – Repository – Chairs were reminded to ensure that faculty submit.
6. Department Updates
 - a. HPESS – discussed virtual concerns with students/faculty. HPESS roof currently under renovations. Question regarding GA request.
 - b. P&C – faculty report that classrooms equipped for hybrid teaching are equipment-installed and are user-friendly. Classes are running smoothly.
 - c. TE – minor technology issue in one classroom.
 - d. ELCSE – No report.
7. Other
 - a. Electronic Postcards – Creative Services will be assisting with seasonal postcards for the college.
 - b. H.O.W.L. student acceptance – 5 students were contacted via Zoom last Friday to formally inform them of their acceptance into the program. KJohnson, BSnow, KDamphouse, and LGBryant joined – well received.
 - c. Performance-based scholarship update – Bhendrix and AWade will facilitate and will be contacting HS counselors and current incoming freshman.

Deadlines:

January 21st

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

January 22nd

- Department chair receives promotion and tenure applications and recommendations from the department PRTC
- Department chairs receive applications and recommendations from the department PRTC for 3rd-year Comprehensive Pre-tenured Reviews

January 26-28th

- 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 02/2/2021 (3 working days)

January 29th

- Undergraduate Curriculum Proposals Due

February 1st

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

February 2nd

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