

Chairs' Meeting
Agenda
Wednesday, February 3, 2021
10:00 a.m., ED 330

NOTES

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

New Business

1. Self-review of 2020-2021-unit goals – due to Dean's Office Feb. 26; send to Pam, cc: LGBryant & MJBradley – MJBradley reminded chairs of deadline. JHenley requested that PGraham send chairs last year's goals.
2. Equity – faculty - Feb. 12; Two weeks for PRT, Chair & Dean – MJBradley led a discussion regarding equity and the email that should be sent out to faculty.
3. Infrastructure – LGBryant updated reminded chairs that Dean's Advisory Council recently met and that their departmental reps should be reaching out to them in the coming weeks.
4. Committees 2021-2022 – LGBryant shared current list of 20-21 committees highlighting those member positions that would be expiring. Request for new appointments will be forthcoming.
5. Non-Traditional Classrooms for Fall 2021? – MJBradley shared a conversation she had with SDeprow regarding space for the fall semester. SDeprow was contacted via phone during the meeting. The current plan is to return to face to face delivery (Fall 2019).
6. Convocation of Scholars – Chairs discussed how they would like to host this year's event. Chairs decided to create a "PowerPoint"/ "AdobeSpark" type of presentation.
7. Learn@State – March 17; Create@State April 19-21 – MJBradley reminded chairs of upcoming events.
8. Department Updates
 - a. ELCSE – JHenley reported that many faculty within the department have experienced isolation/quarantine.
 - b. HPESS – PFinnicum had no report.
 - c. TE – RTowery shared the need for faculty to learn more about hybrid teaching environments.
 - d. P&C – Kbondolillio reported that the department continues to have 3 open positions.
9. Other
 - a. Chairs had a discussion regarding course load for faculty and graduate/undergraduate credits (4v3). Faculty receive 3 credits per class load but if they are in an accredited program they can be approved to teach a 9 credit hour load. Currently, the standard teaching load for tenure-track faculty is 12 credit hours per semester unless in an accredited program that requires a reduced load.
 - b. Foundation funds cannot be used for student scholarships
 - c. The dean's office has instructional resources money and professional development money available. Chairs were encouraged to submit requests for these expenditures.
 - d. Discussion was had regarding the A-State website.

Deadlines:

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

February 3rd

- College PRTC receives promotion and tenure applications and recommendations from department chairs

February 3rd

- College PRTC receive applications and recommendations from the department chairs for 3rd-year Comprehensive Pre-tenured Reviews

February 5th

- Deans provide to the Provost and VCAAR recommendations for 1st-year pre-tenured faculty to receive 2nd-year appointments for the upcoming academic year

February 5th

- Graduate Curriculum Proposals Due