

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

NOTES

Attendees: MJBradley, LGBryant, KBiondolillo, RTowery, JHenley

Old Business

1. Scholarships – Chairs reminded to fill open scholarships.
2. Committees 2021-2022 - Chairs reminded to fill open positions. Received Psychology and Counseling thus far.
3. Honor's Banquet/Virtual – Chairs reminded to submit departmental award recipients to Pam Graham by Friday, March 12
4. Learn@State – March 17; Create@State April 19-21
5. College Carry Forward Revenue Sharing Report – MJBradley discussed with chairs what funds from revenue sharing had been spent and the plans for those not spent.
6. Infrastructure – LGBryant shared with chairs that the student infrastructure requests had been submitted to the college following a meeting of the dean's student advisory council. LRobinson will compile and submit to KHicks this week.

New Business

1. ADC Update-Merit – MJBradley shared that the dean's office has received merit worksheets which will be sent to chairs for completion. Deadline for departmental merit is 12:00 Noon, Tuesday, March 9. Please email to LRobinson (lrobinson@astate.edu).
2. JR Preview – Embassy Suites Red Wolf Convention Center, March 6, 10:00am-2:00pm – Chairs reminded of event. BHendrix has facilitated and completed the schedule.
3. Convocation of Scholars – MJBradley reminded chairs of the honoring of retirees and faculty awards and requests attendance of chairs for any faculty they may have.
4. Department Updates
 - a. P&C, KBiondolillo had no report.
 - b. TE, RTowery reported the department's desire to provide students with additional assistance to continue in the program. Discussion was had regarding the changes in admissions (Praxis CORE, ACT).
 - c. HPESS, PFinnicum – not present.
 - d. ELCSE, JHenley reported that she is currently searching for administrative specialist
5. Other
 - a. AASCU – MJBradly shared information with chairs regarding
 - b. Faculty Achievement Awards have been submitted to the university portal by JHenley.
 - c. Educator commitment signing at the capital in Little Rock is scheduled for April 16 (related events occurring week of April 12-16)
 - d. Graduate Assistant tuition – MJBradley shared with chairs the plan to pay for 6 hours of tuition (no fees) in the Summer (3-Sum I; 3-Sum II) for 1 GA per

department and 2 GAs (6 hrs – Fall; 6 hrs – Spring) per department. Recipients must be a student within the college. Chairs must create guidelines and rubric for award decision. Names to be submitted to LRobinson (Summer – March 31; Fall – July 15).

Deadlines:

- **March 1-4** (M-Th) Deans review promotion and tenure applications and make recommendations (4 working days)
- **March 4** (Th) Deans provide appropriate feedback and written documentation to 3rd-year Comprehensive Pre-tenured Review applicants
- **March 5** (F) Self-review of current year (2020-2021) unit goals from deans and directors due to the Provost and VCAAR
- **March 5** (F) Deans provide written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their college dean by the close of the third business day following receipt of written notification, but no later than day end 03/10/2021 (3 working days)
- **March 5** (F) Graduate Council Proposals due
- **March 10** (W) Last day for applicants to contact their college dean to withdraw from further promotion and/or tenure consideration
- **March 11** (Th) Suggested date for chairs to provide retention recommendations for 3rd, 4th, and 5th year pre-tenured faculty to the dean (for 4th, 5th, and 6th-year reappointments)
- **March 12** (F) Undergraduate Curriculum Council Meeting Date
- **March 18** (R) Graduate Council Meeting Date
- ***SPRING BREAK 3/22 – 3/26***
- **March 26** (F) Undergraduate Curriculum Council Proposals due