

Chairs' Meeting
Agenda
Wednesday, February 2, 2022
10:00 am ED 330

<https://us02web.zoom.us/j/87180369773?pwd=cUc1dTNQejZidHZUaEo2LytsSG54QT09>

NOTES

Attendees: MJBradley, LGBryant, KDavis, AWheeler, APimpletonGray, RTowery, ABowser, DChilders, ESullinger

New Business

1. Course Fees – Danielle Childers & Erin Sullinger provided an overview of course fees and discussion regarding concerns, increasing fees, decreasing fees, etc. was had.
2. Self-review of 2021-2022 Unit Goals – due to Dean's office Feb. 28 – MJBradley discussed and reminded chairs of the due date.
3. Fall and Summer Schedules – LGBryant reminded chairs that the schedule drafts are in the works and the new requirement of eliminating WEBA and replacing based on TR1, TR2, & TR3. Further discussion was had regarding F2F, online, companion courses moving forward.
4. Infrastructure – LGBryant requested that chairs have discussions with their departmental representatives regarding infrastructure. The next dean's student advisory meeting is scheduled for March 1. Representatives should have lists compiled by this date.
5. Convocation of Scholars – COEBS Banquet - Monday, April 11 – LGBryant reminded chairs that a list of graduates from Summer, Fall 2021 & Spring 2022 is forthcoming and requests that they identify a graduate from each UG & G program to recognize. The Dean's office will identify the Chancellor's & 4.00 Scholar recipients.
6. Equity - due to Provost: Friday, Feb. 25 – Must go through PRT-due to Dean's Office Feb. 11 MJBradley reminded chairs that equity is due to Provost by February 25th, however, must be submitted to Dean by February 11th. The equity must be completed through the PRT committee. Details regarding equity are outlined in the handbook.
7. New Faculty Searches – due to Provost: Friday, Feb. 15 – due to Dean's Office Wed., Feb. 2 – MJBradley reminded chairs that the process has been emailed to them and the due date.
8. Merit – to departments: Tuesday, March 1 - to AAR: Thursday, March 10 – MJBradley asked that chairs calculate merit based on 1%.
9. Departmental Updates
 - a. **Psych and Counseling (Asher)**
 - The BA Psychology program coordinator is resigning so a replacement is needed.
 - Two faculty members will be presenting at National Conferences this spring.
 - Blake Sandusky had a manuscript accepted for publication.
 - The School Psychology program has been approved for a site visit in March.
 - b. **HPESS (Amanda)**
 - The Administrative Assistant (Brookey) is gone.
 - Hiring justification form has been completed and Dr. Bradley has approved.
 - Dance studio is almost finished and there has been a request to name the studio after (Alta Burns)
 - c. **TE (Ron)**
 - The B-K Integrated SPED program has been approved.

- Dr. Towery has been meeting with faculty to address program challenges and explore innovative opportunities for expansion and growth
 - d. **ELCSE (Kim)**
 - ELCSE has been collaborating with TE (Beverly and Joanna) on the Innovative Grant.
 - Robert Williams, Jackie McBride, Amany Saleh, Kimberley Davis will be joining Beverly Gilbert to attend the Kern Foundation conference March 1-3 in Chicago.
 - The Gifted and Talented Education program has submitted the program update to the state for approval.
 - MSE SPED K-12 received notification that program received National Recognized with conditions.
10. Other
- a. News Article identified 14 students who will be participating at the NCUR conference-Cameron O'Connor, a psychology major will be presenting with Dr. David Saarnio.
 - b. Dr. Bradley encouraged chairs to send information regarding students involved in research/scholarly activities to Mrs. Pam Graham so that it is showcased in the COEBS newsletter.
 - c. Forward AR will be on campus February 7-11
 - They will be visiting with faculty, college classrooms, and in partnering schools.
 - Debriefing will take place daily with Drs. Hux, Covey, Henley, Bradley, and Bryant.

Deadlines:

February 2nd

- College PRTC receives promotion and tenure applications and recommendations from department chairs
- College PRTC receive applications and recommendations from the department chairs for 3rd-year Comprehensive Pre-tenured Reviews
- **New Faculty Searches-due to Dean's Office**

February 4th

- Graduate Council Curriculum Proposals Due

February 8th-15th

- The College PRTC meets to review promotion and tenure applications and make recommendations (5 working days)

February 11th

- Undergraduate Curriculum Council Meeting
- **Equity-due to Dean's Office**

February 11th

- Chairs complete faculty performance reviews, counseling sessions and merit evaluations (in accord with the departmental procedures and chair's evaluation form for individual faculty member) and provide reviews and evaluations to deans

February 15th

- **New Faculty Searches – due to Provost**

February 17th

- The College PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their College PRTC chair by the close of the third business day following receipt of written notification, but no later than day 02/22/2022 (3 working days)

February 25th

- **Equity - due to Provost**
- **Non-Classified Performance Evals**

February 28th

- **Self-review of 2021-2022 Unit Goals – due to Dean’s Office**

March 1st

- **Merit - to departments**

March 10th

- **Merit - due to AAR**

April 11th

- **Convocation of Scholars -COEBS Banquet (Monday)**