

Chairs' Meeting
Agenda
Wednesday, January 19, 2022
10:00 am ED 330

NOTES

Attendees: MJBradley, LGBryant, KDavis, AWheeler, APimpletonGray, RTowery

New Business

1. Conflict of Interest/Commitment – turn into PGraham by Wednesday, January 26 – MJBradley reminded chairs to have departmental faculty complete. Chairs were requested to complete by department and then submit all to PGraham by due date above.
2. Statement of Financial Interest – MJBradley shared information and handout regarding. Email is forthcoming
3. SEL Conference – April 22 – Fowler Center – An event hosted by P-20. Event planning is currently taking place. Byron McClure, school psychologist will be guest speaking. MJBradley encouraged chairs and students to attend.
4. AAR Deadlines – Handout – MJBradley shared handout and discussed the many important upcoming deadlines.
5. Graduation Verification Forms – due February 4 – Chairs were reminded of the importance of these forms.
6. Non-Classified Performance Evals – February 25 – Chairs were reminded of due date.
7. Faculty Equity requests – February 25 – Chairs were reminded of due date to the provost's office
8. Faculty Merit – March 10 – Chairs were encouraged to begin calculations for their departmental faculty based on 1% of the departmental salary pool.
9. Create @ State April 18-20 – Chairs were asked to encourage students and faculty mentors to submit proposals and present.
10. Bulletin – Chairs encouraged to watch for edits and to closely monitor graduate faculty list.
11. Department Updates
 - a. ELCSE – KDavis reported,
 - Due to the applicant pool, the positions deadline has been extended to October 31st.
 - Several new programs in Fall 2022-METP-Instructional Specialist K-12, Alternative Instructional Specialist K-12, and Inclusion Specialist K-12 (to include certificates in each area)
 - Department has several outdated Assessments and would like faculty from School Psychology to review before sharing with Cooperatives
 - b. TE – RTowery had no report
 - c. HPESS – AWheeler reported,
 - Administrative assistant is leaving on 1/31
 - Working on completing hiring freeze forms with Lance
 - Looking at renovations and proposals for changes to infrastructure
 - d. P&C – APimpleton-Gray reported,
 - The department welcomed a new Red Wolf Cub: MHance had her new baby girl on December 21st
 - The School Psychology program will host an open house informational on Thursday, January 20th
 - Asher will send out information via email
12. Other
 - a. Scholarships – LGBryant reminded chairs to fill any opening departmental scholarships and shared the process for the performance based freshman scholarships
 - b. Course fees were discussed at the last ADC meeting
 - c. There will be a meeting with each Dean and respective department chairs to discuss fall allocation

- d. -Faculty Workload will be reevaluated with the appointment of the new AVC

Deadlines:

January 20th

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

January 21st

- 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 25-27th

- 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 02/1/2022 (3 working days)

January 28th

- Undergraduate Curriculum Proposals Due

January 31st

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

February 1st

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

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