

Chairs' Meeting  
Agenda  
Wednesday, March 16, 2022  
10:00 a.m., ED 330

**NOTES**

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

**New Business**

1. COPE Election – 2022-2023 academic year – Chairs were reminded to send representative names to LGBryant by Wednesday, March 30
2. College Committees – LGBryant discussed upcoming 2022-23 appointments.
3. Recruitment Events – Chairs were reminded of upcoming dates.
4. Scholarships – LGBryant requested that chairs ensure that scholarships are filled following the April 1 deadline
5. Projected Unit Goals FY 2022-20223 (Chairs & Directors) MJBradley reminded chairs to submit their goals to Pam by April 15 (due to Provost April 28)
6. Carry Forward – MJBradley discussed with chairs the account balances and the implications regarding GA's. Chairs made the decision to pay any GA tuition waivers out of departmental funds moving forward in Fall 2022.
7. Strategic Plan – Friday, March 18 – MJBradley shared the strategic plan from the College of Agriculture. COEBS will be sending the text of our plan to BSmith for the additions of photos and publication.
8. Honor's Banquet – April 11, 2022; 6:00-8:00 Hames Room FNBA – Event reminder
  - Student Honorees-notified by department
  - Ambassadors – 2
  - Presenters & biographies – April 1
  - Marketplace – April 1
  - Invites – working on
9. Department Updates
  - a. ELCSE – Department has 6 searches ongoing, interviewed 9. Attended Kern Foundation Grant event in Chicago recently – positive experience.
  - b. TE – Have not received an update regarding position requests. Early Childhood received \$426K for childhood academy. Faculty awards report.
  - c. HPESS – Search for Admin Specialist will begin soon. Building projects ongoing.
  - d. P&C – School counseling faculty resignation, will begin the justification soon, NASP site visit ongoing. Report from attending leadership conference.
10. Other
  - a. MJBradley requests that chairs pay close attention to upcoming deadlines.

**Deadlines:**

**March 17**

- Graduate Council Meeting

**March 18**

- Summer Instruction June 2022 (FY22) - July 2022 (FY23) send template to [brithall@astate.edu](mailto:brithall@astate.edu) (email was sent March 7 with templates attached)

**March 21-25**

- SPRING BREAK

**March 25**

- Undergraduate Curriculum Council Proposals Due

**March 28**

- Off-budget (Adjunct/TFT) Instruction Fall 22/Spring 23 send template to [brithall@astate.edu](mailto:brithall@astate.edu)

**March 28**

- Deans provide to the Provost and VCAAR reappointment recommendations for third, fourth and fifth-year pre-tenured faculty to receive 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> year appointments for the upcoming academic year (If tenure is not awarded by the end of the 6<sup>th</sup> year, a 7<sup>th</sup> year terminal appointment will be issued)

**March 30**

- Red Wolves Rising Chancellor's Dinner (rescheduled from 2/25) – Student Union 3:00 – 7:00; Academic Session 4:15–5:15 in the colleges

**April 1**

- Bios and who presents for the Honors Banquet due to Pam Graham
- Junior Jumpstart – Student Union 12:00 - 3:00; Information Fair: 1:00–2:00 in Centennial Hall

**April 1-30**

- Departments and colleges should fill any vacancies on the department and College PRT committees, elect their university PRTC representative, and forward the name of replacements to Office of the Provost/Academic Affairs and Research by 04/30/22

**April 4**

- Carry-forward Spending Plans for FY22 - send word doc to [brithall@astate.edu](mailto:brithall@astate.edu)

**April 6**

- Chairs complete evaluations for non-tenured faculty and forward to the deans

**April 8**

- Fall 22/Spring 23 Faculty Reassignments - send template to [brithall@astate.edu](mailto:brithall@astate.edu)
- Undergraduate Curriculum Council Meeting
- Graduate Council Proposals Due

**April 11**

- Convocation of Scholars -COEBS Banquet (Monday) 6:00 PM
- Last day for applicants to contact the UPRTC to withdraw from further promotion and/or tenure consideration

**April 13**

- Deans forward reappointment recommendations for budgeted non-tenured faculty to the Provost and VCAAR (Reappointment letters are not sent to non-tenured faculty)

**April 18-20**

- Create@State

#### **April 21**

- Graduate Council Meeting
- Saline County Chancellor's Reception – Saline County Career and Technical Center 5:00 – 7:30; Information Fair: 5:00-7:00

#### **April 22**

- Transfer Open House – Student Union, 3<sup>rd</sup> Floor 9:00 – 12:00; Information Fair 9:00-9:45 in Centennial Hall
- Junior Jumpstart – Student Union 12:00 - 3:00; Information Fair: 1:00-2:00 in Centennial Hall

#### **April 25**

- Lonoke County Chancellor's Reception – Cabot Event Center 5:00 – 7:30; Information Fair; 5:00-7:00

#### **April 28**

- Projected Unit goals for FY 2022-2023 from deans and directors due to the Provost and VCAAR