

Chairs' Meeting  
Agenda  
Wednesday, March 30, 2022  
10:00 a.m., ED 330

**NOTES**

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

**New Business**

1. COPE Election – 2022-2023 academic year – representative names to Lance by Wednesday, March 30 – LGBryant discussed filling the current open positions and ongoing elections – thanked the chairs for providing departmental reps.
2. Advisory Board – TARquitt (Advancement) is requesting an advisory board for the college. MJBradley discussed with chairs the opportunity and possible members. TARquitt has planned to attend a future chairs meeting to discuss.
3. Performance-based Scholarships – spreadsheets will be sent 4/1. LGBryant discussed these scholarships and that an email containing these spreadsheets will be provided by Friday.
  - a. Chairs will contact recipient AND receive written/email confirmation of acceptance.
  - b. Deadline – Names and confirmations - Friday, April 8.**
4. Scholarships-due April 1 – LGBryant requested that the chairs actively fill open scholarships and provide names to [AMcdonald@astate.edu](mailto:AMcdonald@astate.edu) and copy the dean's office.
5. Projected Unit Goals FY 2022-2023 (Chairs & Directors) to Pam by April 15 (due to Provost April 28) – MJBradley discussed unit goals for next year and provided examples of departmental goals from previous years.
6. Honor's Banquet – April 11, 2022; 6:00-8:00 Hames Room FNBA – MJBradley reminded chairs of various details regarding the banquet.
  - Presenters & biographies – April 1
  - Marketplace – April 1
  - 83 confirmed attending
7. Faculty Honors Convocation – Tuesday, April 12, 2022, 2:00-4:00: Grand Hall-Fowler Center; Faculty Achievement Awards, retiring faculty and years of service. Any retirements? – MJBradley discussed this event and the importance of honoring retirees and faculty achievement nominees. Requested that bios be provided should chairs have any retirees.
8. Department Updates
  - a. ELCSE – working with faculty regarding foundation and grant, officially hired Judith Jenkins for the open district level administrator position.
  - b. TE – Early childhood grant is ongoing. Extra compensation levels (excluded/non-excluded) were discussed. MAT curriculum rebuilds are ongoing.
  - c. HPESS – Finishing up intern assignments (appx. 150 placements). The open administrative specialist position has closed and a review of application has begun.
  - d. P&C – NASP site-visit was successful. Expect notice within a few weeks.
9. Other
  - a. LGBryant pointed out various upcoming recruitment events

**Deadlines:**

3/30/2022

**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