

Chairs' Meeting
Agenda
Wednesday, October 6, 2021
10:00 a.m., ED 330

NOTES

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

New Business

1. Time off in Banner – MJBradley reminded chairs of the nuances (associated emails) and importance of requesting and submitting time-off.
2. Request for Registration Overload – MJBradley discussed this student request form and the importance of ensuring that students meet the requirements for the request. Numerous requests have come forward from students not meeting the GPA (3.50) requirement.
3. CAEP Meeting – Oct. 7 in Delta Center, Room 201, 8:00 – 11:00 a.m. – LGBryant shared that members of the CAEP steering committee will be meeting October 7th for a working breakfast in conjunction with virtual CAEP Con meetings on the same date.
4. Experience A-State – Oct. 7, 2nd floor breakroom 11:00 a.m. – 1:30 p.m. – LGBryant shared information regarding event. Requested that any faculty working the event should plan to arrive early.
5. Budget – MJBradley discussed that important information regarding budget would be announced following the UPC meeting.
6. Homecoming Alumni submission – October 6 – MJBradley reminded chairs of the deadline.
7. Department Updates
 - a. **ELCSE** – KDavis shared that department recently completed an assessment day in an effort to make improvements and remain in alignment with SPAs and other expectations. ELCSE has completed governance paperwork for higher education track (start Summer 2022).
 - b. **Teacher Ed** – RTowery shared that department continues to make progress toward AOS courses. “Under construction” rooms present concern when scheduling spring classes. Intern I students will go into schools next week.
 - c. **HPESS** – PFinnicum reported that some programs on campus are offering tuition, room and board, but no stipends and believes it would be interesting to know how this money is allocated. HPESS has collaborated with Staff Wellness in the past but they have recently stopped allowing families to use the facilities which has long been the HPESS facility policy. LWinn has been contacted and she will check with EOC about this policy.
 - d. **Psychology and Counseling** – APimpleton-Gray reported that The department will hire a new Practicum and Internship Coordinator for online school counseling program. The replacement should be hired immediately for fall II.
8. Other
 - a. MJBradley discussed inquiries about space grid and time grid for scheduling purposes.
 - b. Course Release -justification is needed for all course releases moving forward. All chairs agreed that course release should be consistent across the college.

Deadlines:

October 8th

- Graduate Council Proposals Due

October 8th

- Undergraduate Curriculum Council Meeting

October 11th – 29th

- Suggested dates for departments/colleges to receive student evaluations of faculty

October 21st

- Graduate Council Meeting

November 1st

- Suggested date for chairs to provide retention recommendations for 2nd-year faculty to the dean
- Colleges and Departments provide one electronic copy of their proposed promotion and tenure criteria for the upcoming academic year (2022-2023) to the Office of the Provost/Academic Affairs and research (tabureham@astate.edu) for review by the UPRTC

Events:**October 7th**

- Experience A-State Recruiting Event (Academic Scholars, 23 ACT Score or higher)

November 6th

- Homecoming Preview Day

Homecoming Outstanding Alumni

When: November 5, 2021

Where: FNB Arena, Hames Rooms

Who: Outstanding Alumni – One from each department
Read info about

How: Face to face

Homecoming Game

When: November 6, 2021

Where: Stadium / Suite for Alumni

Who: Alumni

How: Face to face