

Chairs' Meeting  
Agenda  
Wednesday July 14, 2021  
10:00 a.m., ED 330

**NOTES**

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

**New Business**

1. Prior Learning Assessment – MJBradley shared information regarding this university initiative with chairs.
2. Student Grievance Process – MJBradley led a discussion with chairs regarding the current student grievance process and the need to understand how the process works. A handout from the student handbook (pp. 20-23) and a sample letter from a chair to the student was provided and discussed. Importance of following the steps/guidelines outlined in the handbook was stressed.
3. College Opening Meeting – August 19, 2021 @ 9:30 in FNB Arena Hames Room – MJBradley shared information regarding event. Further discussion was had regarding remote faculty.
4. Revenue Sharing Accounts – MJBradley discussed that certain departments with the college have these accounts. RTowery shared various processes involving these.
5. Open House (Red Wolves Welcome) – August 23, 2021 @ 1:30 p.m. – LGBryant discussed event prior to Fall semester.
6. Committees – LGBryant shared assignments for the upcoming 2021-2022 academic year. Encouraged chairs to ensure that faculty know which committees serve on.
7. Program Viability College Committee – MJBradley discussed the desire to create a college-level committee. Metrics were shared and discussed.
8. Department Updates
  - a. TE – RTowery reported that LKnowlton has resigned, room renovations continue, adding licensure strands to early childhood, working with off campus sites to improve offerings.
  - b. HPESS – AWheeler reported that ES will be adding a new track.
  - c. ELCSE – KDavis – looking for administrative assistant for the department, moving from the adjunct model to the academic assistant model
  - d. P&C – APimpletonGray – hiring a new position, CACREP review is ongoing, 20 admits for clinical mental health.
9. Other
  - a. Digital signage – LGBryant requested that chairs review their departmental signage and provide PGraham with and needed edits.
  - b. Overloads – MJBradley stressed the importance of monitoring overloads.
  - c. IHC programs that need review – handout provided.
  - d. ADC update –
    - i. Telecommuting policy was shared by HR
    - ii. Graduation, outdoor
    - iii. Deans retreat, recruitment and retention, formula funding, PD for department chairs August 12-13, teaching loads and release time, position vacancies

## **Announcements:**

### **August 11<sup>th</sup>**

- Faculty Workload for Fall 2021 to Pam

### **August 17<sup>th</sup>**

- New Faculty Orientation, HSS Building, 7:30am-4:00pm  
(faculty hired for Fall 2021)

### **August 18<sup>th</sup>**

- Fall Faculty Conference, Centennial Hall, Student Union, 8:30am – 3:30pm

### **August 19<sup>th</sup>**

- College Opening Meeting

### **August 23<sup>rd</sup>**

- University/College Open House, 1:00pm