

**Chairs' Meeting
Agenda Meeting Notes**

November 3, 2021
10:00 am; ED 330

Attending: Bradley, Mary Jane; Davis, Kim; Finnicum, Paul; Pimpleton-Gray, Asher; and Grymes, Joanna.

1. College Carry Forward (Revenue Sharing) Plan

- a. CoEBS have a sum of \$300,000 for the FY22-See Carry Forward Revenue Plan FY22
- b. The college has \$144,0000
- c. Share with faculty about the student/faculty research \$5000 however changes may be made if there is a great interest.

2. Student/Faculty Collaborative Research Money

- a. The committee is finalizing information on Friday. Details will be forthcoming upon final approval.

3. Top 3 Budget Priorities

- a. Kathy Hicks sent out a memo on November 18, 2020 regarding Top 3 Budget Priorities/Reallocation Requests for FY22 (Deadline January 8 to AAR); she may send one out this year so be watching for it.
- b. Guidelines include: Critical Needs Only, Prior Commitments Made, Justifications should include the benefit to the institution in regard to increased SSCCH production and increased graduation rates when applicable.
- c. In the past there was considerations in certain areas, such as increasing enrollment.

4. Creative Services

- a. Bill Smith met with Deans and provided information regarding the various services and regulations for social media, videos, using trademarks & licensed vendors, and printing services and sign shop.
- b. Make sure faculty follow regulations and receive permission to ensure all policy is followed.

5. Final Exams

- a. December 13-17. This is a little different from the past. Study day is Friday, December 10th. Winter Interim classes will begin on Monday, December 20th, however, in the Digest it announced that classes will begin on December 21st-January 9th. There are some inconsistencies between the calendar and the Digest. Detailed information is provided online.
- b. Please let faculty know that final exams should occur during the December 13th through December 17th. We need to fully utilize class time to meet the regulations.

6. Budget

- a. Do not spend frivolously, however spend the money if you have needs within the department. It is better to go a little under than to have excess funds. If you go a little under, the funds can be reallocated from revenue sharing to E&G.

7. Homecoming

- a. November 5th -Homecoming Outstanding Alumni at FNB Arena, Hames Rooms. It is important that chairs try to encourage faculty to attend. 23 faculty will be attending.

8. Christmas Celebration

- a. December 14th the CoEBS has reserved a room at Fat City for the chairs, assistant chairs, administrative assistants, directors (12-month administrators). The luncheon will begin at 11:30.

9. Department Updates

- a. Asher (Psych & Counseling)-Hired a Practicum and Internship Coordinator, Barbara Cooper-November 16th
- b. Joanna (TE)-there are not any updates revising syllabi and modules
- c. Kim (ELCSE)-METP 3 tracks summer 2022 and 6 positions, 5 non-tenure and 1 full-time temporary.
- d. Paul (HPSS)-No updates.
- e. If you have a 100% online, well-established program and a faculty member resigns or retires that line will become a non-tenured track line with AOS paying for the faculty member's salary.

10. Other

- a. New Hiring Process-this information was presented to the Deans in spring 2021 by Dr. Damphousse through diagrams. The narrative was sent via email to chairs.
- b. 2021 Summer enrollment minimums and compensation from Kathy Hicks on Monday, April 26, 2021. It is possible that we will get information from Kathy Hicks (Utter) or Natalie (AOS).
- c. Open Enrollment is available until November 16th.
- d. Summer employment-advising, office hours, the opportunity to teach online.

Deadlines

November 5th-Graduate Council Proposals Due

November 12th- Undergraduate Curriculum Council Meeting

November 18th- Graduate Council Meeting

December 3rd- Official retention notices are sent to 2nd-year faculty from the Provost and VCAAR

Events:

- November 6th-Pack Preview, Red Wolf Center, 9:00 am-11:30 am (Faculty are requested to arrive at 8:45 am).

- Homecoming Outstanding Alumni-November 5th at the FNB Arena, Hames Room
- Homecoming Game-November 6th Stadium Suite for Alumni (Face to Face)