

Chairs' Meeting
Agenda
Wednesday, May 10, 2023
10:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, NCovey, APimpletonGray, AHux, AWheelerGryffin

New Business

1. Summer Term Procedures & Low Enrollment – MJBradley shared and discussed handouts with chairs. BHall joined via conference to discuss EPAF dates.
2. NSO – Thursday, May 25 – LGBryant discussed upcoming fall events based on email from CSears.
3. Account Balances – MJBradley shared and discussed handouts with chairs.
4. Summer Office Hours – Chairs discussed requirement. Consensus 6-hour requirement. Chairs can vary with number of day requirement between 2 or 3 days.
5. Committees – LGBryant thanked chairs for filling college committee positions.
6. 2023 Fall Opening – MJBradley discussed with chairs the new academic calendar for the upcoming 23-24. College opening meeting will be on Friday, August 18th.
7. Department Updates
 - a. ELCSE – AHux reported that the doctoral students (N=11) participated in a pinning ceremony. DMartin can assist with administrative duties if needed.
 - b. TE – NCovey reported that the 2nd floor lounge is under renovation, new admin specialist will begin soon.
 - c. HPESS – AWheelerGryffin reported that JRohner has resigned. PETE position has been reopened and will progress week to week. MOU with Mountain Home. Donated furniture to Wynne public schools.
 - d. P&C – APimpletonGray reported that some faculty provided counseling in Wynne, 1st student of distinction event was held, faculty member returning.
8. Other
 - a. Curriculog should start in the fall.
 - b. Graduate Data Coordinator position will need to be funded via shared revenue funds. MJBradley requested chair interest level.
 - c. Homecoming, October 21st.
 - d. AHux has been working with Nettleton to provide SPED inclusion training for our faculty for the month of June.
 - e. Chairs discussed remote faculty attending opening meeting.
 - f. Grade change forms now on DocuSign.

Deadlines:

May 10

- Requisitions for items requiring quotation bids (*orders from \$20,000-\$74,999.99 and not on state contract*). (Purchases exceeding \$20,000 and less than \$74,999.99 in total cost, including freight charges, but excluding sales tax.)

May 6

- Commencement – Jonesboro and Beebe

May 15

- Commencement – ASU Mountain Home

May 18

- Commencement – ASU Mid-South, West Memphis

June 14

- Requisitions for small order items (*orders \$20,000 or less*) and all state contract items regardless of cost.
*On-Campus purchasing requisitions can be entered until **June 24**. (Printing Services, Parking Services, Facilities Management, ITS, IT Store)

June 23

- Payment requisitions (paying invoices, registrations, membership, etc.). This includes grant accounts, on-campus purchasing requisitions (Printing Services, Parking Services, Facilities Management, University Police, ITS, IT Store)

Requisitions must be entered and **approved** in Banner by **NOON (12:00 p.m.)** on the deadline date. All requisitions received after this date will not be processed.