

Chairs Meeting
Agenda
Wednesday, March 15, 2023
10:00 a.m. ED 330

NOTES

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

New Business

1. ADC Update - Course Grid – MJBradley shared information from recent deans meeting, conversations took place regarding the student’s input into the potential change and introduction of a time grid.
2. Summer Instruction – Friday, March 17 – chairs were reminded of template and encouraged to submit to TKeys as soon as possible.
3. Spring Break Office Coverage – chairs reminded to ensure that departmental offices have coverage during the week.
4. Recruitment Events; Junior Jumpstart – April 15, NSO – May 25 – LGBryant shared information regarding upcoming events. Plans for Junior Jumpstart is ongoing.
5. Commencement (Graduation) – Saturday, May 6 – MJBradley shared with chairs information from the faculty handbook.
6. College Committees – Friday, April 21 – chairs reminded to fill vacancies.
7. Scholarships: Privately funded & performance – LGBryant requested that chairs ensure that all scholarships are filled and shared that performance based freshman scholarships will close on April 1.
8. Projected Unit Goals FY 2023-2024 (Chairs & Directors) – April 20th (Provost – 27th) – MJBradley shared expectations with chairs and provided handout.
9. Budget – MJBradley shared handout of departmental budget balance (E&G, revenue sharing, & indirect). Discussion was had regarding potential ideas and initiatives.
10. Convocation of Scholars – COEBS Honors Banquet – Monday, April 10 @ 6:00 p.m., Hames Room, FNBA
 - a. Student Honorees - notified by department.
 - b. Ambassadors
 - c. Presenters & biographies – March 6
 - d. Marketplace – March 31
 - e. Invites – mailed soon
11. Department Updates
 - a. ELCSE – AHux reported that offers have been extended to 2 candidates in doc program.
 - b. TE – NCovey reported department working on budget.
 - c. HPESS – AWheelerGryffin reported that the PETE faculty search has been reopened. LVinson is continuing to ensure that facility is running well and considering new space renovations.
 - d. P&C – APimpletonGray reported that department has interviewed candidates for positions (BS Psych/CMH). Would like to consider guest speaker for DEI.
12. Other
 - a. Day of Giving – April 11, chairs encouraged to be social ambassadors.
 - b. Open college positions (administrative analyst/advisor)

Deadlines:

March 16th

- Graduate Council Meeting
Due date for proposals to be submitted is March 3, 2023

March 17

- Evaluations – Non-classified, Childhood Services and Chairs

March 17

- Names of Honor Students and biographies

March 17

- Infrastructure fund requests to AAR

March 24

- Summer Instruction/Administration; due to Provost; **Due to Dean March 17**