

Chairs' Meeting  
Agenda  
Wednesday, February 8, 2023  
10:00 a.m. ED 330

**NOTES**

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

**New Business**

1. Website Updates – HLC – LGBryant requested that chairs ensure websites are current for upcoming HLC visit per MWicinski
2. 8-Semester Degree Plans – Chairs agreed to the creation of a hyperlink on departmental websites that archives dated plans. LGBryant will contact TMosley for assistance.
3. IHE Program Revisions – MJBradley reviewed handout with chairs regarding due program revision submissions.
4. New Hiring Freeze Form – MJBradley reviewed handout with chairs and discussion was had regarding edit changes – deadline extension until March 1 to academic affairs, February 24 to the dean's office.
5. DocuSign – MJBradley discussed discrepancies and potential accommodations for documents arriving via email to the dean's office. Discussion occurred regarding the possibility of using Docusign as a pilot for curriculum related documents.
6. DegreeWorks – Plans for discussion with chairs and directors during the next AC meeting next week.
7. Convocation of Scholars – COEBS Honors Banquet – Monday, April 10 – MJBradley reminded chairs of event and requested that they determine their scholars for each program. Student names (summer 22, fall 22, spring 23) and headcount submitted to dean's office by March 17.
8. Department Updates
  - a. HPESS – AWheeler Gryffin reported that department plans to offer PETE position this week and will be requesting a line for SM/SA.
  - b. P&C – APimpleton-Gray reported that department is continuing search for Psych. & Clinical Mental Health, moving forward with AOS line request, looking at course rotation for faculty load.
  - c. TE – NCovey reported that department is requesting to fill DHolman vacant position, new lounge under construction, phone interviews to begin.
  - d. ELCSE – AHux reported that department has 2 SPED coming in, 4 new mentors, will post 2 methodologist positions.
9. Other
  - a. Faculty Achievement Award – Need letters from chairs.
  - b. Campus deans are discussing university grid for scheduling.
  - c. Potential to look at growth to determine hiring.

**Deadlines:**

**February 7<sup>th</sup>-14<sup>th</sup>**

- The College PRTC meets to review promotion and tenure applications and make recommendations (5 working days)

**February 10<sup>th</sup>**

- Chairs complete faculty performance reviews, counseling sessions and merit evaluations (in accord with the departmental procedures and chair's evaluation form for individual faculty member) and provide reviews and evaluations to deans
- Undergraduate Curriculum Council Meeting

**February 15<sup>th</sup>**

- **New Faculty Searches – due to Provost**

**February 16<sup>th</sup>**

- The College PRTC provides written recommendations to applicants. Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their College PRTC chair by the close of the third business day following receipt of written notification, but no later than day 02/21/2023 (3 working days)
- Graduate Council Meeting