

Chairs Meeting  
Agenda  
Wednesday, March 1, 2023  
10:00 a.m. ED 330

**NOTES**

Attendees: MJBradley, LGBryant, NCovey, AHux, AWheeler, TShannon, TFinch, DKeyes

**New Business**

1. CPOs & Course Eligible for Financial Aid – Tracy Finch shared with the chairs information regarding course program of study (CPO) and DegreeWorks a system used to ensure students take the appropriate coursework within their program. Planner is a system to keep students on track with their 8-semester degree plans. Examples and situational circumstances were discussed.
2. DEI – Dixie Keyes shared information regarding diversity initiatives. An “Items to Consider” handout was shared and discussed.
3. Course Grid – MJBradley discussed a recent proposal regarding scheduling grids and the concern regarding course overlap. Chairs expressed examples and discussed.
4. Commencement (Graduation) – May 6; MJBradley shared that changes have been made and that there will be 2 ceremonies (EE/NHP & everyone else) in May.
5. Convocation of Scholars – COEBS Honors Banquet – Monday, April 10; name of recipient and biography due **March 6** to Lance and Biographies due **March 17**.
6. EPAC – Friday, March 10, 2023 – MJBradley reminded chairs of event.
7. Other
  - a. Summer alternative work schedule – the university is planning an alternative schedule this summer.
  - b. Surveys – task force will be created to review surveys on campus.
  - c. Vet School – faculty lines will not be taken from colleges and departments. 40 new lines have been approved but currently no funding.
  - d. Kays grant – March 13
  - e. Privately funded /Performance scholarships – LGBryant requested that chairs fill scholarships ASAP, email him and AMcDonald.
  - f. Student infrastructure – LGBryant shared an update with chairs, student council meeting today.
  - g. Administrative Analyst – LGBryant provided update regarding search for open position.
  - h. Importance of needed information from chairs for miscellaneous items.
8. Department updates
  - a. HPESS – AWheeler reported that the open PE position search has failed. Examining options.
  - b. TE – NCovey reported Spring Fling is tomorrow.
  - c. ELSCE – AHux reported that things are going well. Posed questions regarding a) Proquest and b) individuals not completing requirements to remove incompletes.
  - d. P&C – No report.

**Deadlines:**

**March 1**

- Faculty Searches – those that have been vacant for 1 year or urgent, not AOS

Due to Dean February 24; Due to Provost by March 1, 2023

**March 1**

- New Faculty Hiring Forms due to Interim Provost; **due to Dean on February 24**

**March 2**

- Deans provide appropriate feedback **and written documentation to 3<sup>rd</sup>-year Comprehensive Pre-tenured Review**

**March 3**

- Self-review of current year (2022-2023) unit goals to Provost; due to Dean on February 28

**March 3**

- Dean provide written recommendations to PRT applicants; Applicants who wish to withdraw from further promotion and/or tenure consideration must contact their college dean by the close of the third business day following receipt of written notification, but **no later than day end 03/08/2023**

**March 3**

- Graduate Curriculum Forms must be submitted for March 16 meeting

**March 9**

- Date for chairs to provide retention recommendations for 4<sup>th</sup> and 5<sup>th</sup> year pre-tenured faculty to the dean (5<sup>th</sup> and 6<sup>th</sup>-year reappointments)

**March 10**

- Merit Recommendation for FY24; supposed to receive from Kathy around March 1 and TBD by Budget

**March 10**

- Undergraduate Curriculum Committee Meeting  
[Due date for proposals to be submitted is February 24, 2023](#)

**March 10**

- EPAC Meeting – 8:30 to noon; Cooper Alumni Center

**March 16**

- 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**