

COEBS Department Chairs Meeting  
Wednesday, May 06, 2025  
10:00 am  
Ed/Comm 330

**Recruitment**

- a. New Student Orientation is scheduled for Thursday, May 22. There are 87 students currently registered with 65 of those being undergrads. NSO now includes graduate students and University College, thus the difference in the numbers.
- b. Dr. Hux asked the department chairs to please send a list of rooms students may tour during the event. Once the college activities are over, students and parents will return to Centennial Hall at 11:30. Chairs and Deans are invited to have lunch with the students and their families, in the cafeteria.
- c. Freshman Project is a new idea for FYE students. It will replace the common reader. Each college should have a project. Lupine Center will take the lead and work on this during the first summer term.

**Summer Term Procedures & Low Enrollment**

- a. Dr. Hux forwarded an email from Kathy Hicks regarding summer school enrollment caps and current pay scale for faculty.

**Summer Hours**

- a. Summer hours start next week. Please notify the office of your administrative assistants' chosen work hours.

**Summer EPAF**

- a. A university-wide summer training for EPAFs has been scheduled and many of the college's administrative specialists will attend. Chairs should have received an example of the information Kathy needs when adding comments to the EPAF.

**Budget**

- a. Budget sheets were included in today's handouts. Chairs were asked to please check budgets for accuracy. Are there any projects we need as a college to make life better for our students?

**Graduation**

- a. COEBS commencement ceremony is scheduled for May 10<sup>th</sup> at 2:00 pm. Two thousand students filed intent to graduate. The second ceremony will have approximately 800 students.

**Maymester**

- a. Dr. Hux asked Chairs to please inform Spencer about who will be teaching from your department so evaluations can be done. Dr. McGregor will give him a summer schedule.

**Opening Fall Faculty Conference**

- a. Opening Fall Faculty Conference will take place Tuesday, August 19<sup>th</sup>.
- b. COEBS College meeting will take place the afternoon of Monday, August 18<sup>th</sup> starting at 1:30 in the Hames room.
- c. Chairs can schedule their department meetings for the afternoon of August 19<sup>th</sup>.

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**ADC Updates**

- Dr. Hux asked the Chairs to please be patient with Institutional Research when making requests for data.
- However, the Chairs collectively stated they do not feel like the office is responsive to their request.
- Additionally, the website to which they are directed is out of date.
- Please have faculty update their information online.
- Chairs comment: Faculty do not find it user-friendly.
- If we hire someone on a tenure track line, please make sure the candidates have research experience or a research agenda.
- Each department/program should provide a timeline listing their major conference and try to align them with the hiring plans.
- Academic Affairs will no longer pay for candidate visits this money will be distributed to the college Deans or departments can use funds from revenue sharing.
- Updating the College PRT document will be a project this summer.
- Course releases for program coordinators will be reviewed this summer. There will need to be a justification for the release time.
- Chairs were asked to please notify the Dean's office if contacted by the System's Office,
- Chris Brown will host trainings on Course Dawg: He is responsible for Operations and Scheduling.
- Final grading is available and ready for uploading.
- Dr. Hux reminded Chairs that if an adjunct faculty member enters a grade of Incomplete, please communicate with the faculty member regarding the remaining requirements and their due dates.
- Beginning July 1, departments are asked to please put some funds in reserve from ENG accounts.... approximately 10%.

Brief department updates were given. They were the same updates from the previous meeting.