

Administrative Council  
Meeting Agenda  
Wednesday, December 13, 2017  
10:00 a.m., ED 330

**Notes**

Attendees: MJBradley, LGBryant, KBiondolillo, RTowery, PFinnicum, ABowser, JClogston, SDeprow

**New Business:**

1. HLC – Summer DeProw, SDeprow provided information to chairs & directors regarding the upcoming HLC site visit in March. Provided and reviewed handout containing potential HLC site team questions for assessment committees. (Process questions, Best practices, Quality assurance, Continuous improvement, Faculty participation, overall perspective).
2. Concur – New Travel Platform – MJBradley discussed the new platform. Demonstrations have been occurring with travel services. It is expected that end of February or beginning of March that training (online and face-to-face) will take place with faculty and support staff. Roll out is expected at the end of March.
3. Syllabi Review – SDeprow discussed with chairs & directors the importance of all syllabi containing program level outcomes (PLOs). Reviewed spreadsheet containing departmental results following syllabus review by Office of Assessment.
4. Office Coverage – MJBradley requested that if departments have support staff or they will be out next week (12/18-19) that chairs & directors ensure that the main office is covered.

**Other:**

1. PFinnicum shared with chairs & directors student issues related the closure of semester.

**Deadlines:**

**January 12<sup>th</sup>**

- The Office of Institutional Effectiveness solicits faculty comments for the evaluation of chairs

**February 5<sup>th</sup>**

- Suggested date for chairs to provide retention recommendations for 1<sup>st</sup>-year faculty to dean
- Department chairs receive applications and recommendations from the department PRTC
- Department chairs receive applications and recommendations from the department PRTC for 3<sup>rd</sup>-year Comprehensive Pre-tenured Reviews

**February 6<sup>th</sup>-13<sup>th</sup>**

- Department chairs provide written recommendations to PRT applicants

**February 9<sup>th</sup>**

- Dean provides recommendations to Provost for 2<sup>nd</sup>-year reappointment

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

- Chairs complete faculty performance reviews, counseling sessions and merit Evaluations
- Last day for applicants to contact Chair to withdraw from further promotion and/or tenure consideration
- Official retention notice to 1<sup>st</sup>-year faculty from the Provost

**Please check your Promotion, Retention and Tenure Calendar for specific due dates—  
new method for processing PRT Applications is still in progress**