

**Minutes**  
**HSS Department Chairs Meeting**  
Wednesday, November 19, 2008  
4:00 p.m. CN 233

1. *Dean's Council Items*
  - a. *Zion National Park*
  - b. *Testing Center available Spring Semester*
2. *HSS Senators*: department representatives – need names by 11/22, department representatives will act as Undergraduate Advisory Board.
  - a. English: Rachel Oaks [racheloaks@suuemail.net](mailto:racheloaks@suuemail.net) [raoaks@yahoo.com](mailto:raoaks@yahoo.com)
  - b. Foreign Languages:
    - i. Spanish: Jeremy Christiansen
    - ii. French, German and Philosophy: Reynolds A. Johnson (he goes by Gus Johnson) [gusjohnson1013@msn.com](mailto:gusjohnson1013@msn.com)
  - c. History: Emily Hanson [emily.hanson@mac.com](mailto:emily.hanson@mac.com)
  - d. Political Science and Criminal Justice
    - i. POLS  
Miranda Dilibero [miranda\\_dilli2008@yahoo.com](mailto:miranda_dilli2008@yahoo.com)  
Kaitlin Hannig [bettys\\_friend@hotmail.com](mailto:bettys_friend@hotmail.com)
    - ii. CJ  
Heidi Renate Eysser [Heidieysser@gmail.com](mailto:Heidieysser@gmail.com)
  - e. Psychology: McKenzie Coombs [mckenzie\\_vb@hotmail.com](mailto:mckenzie_vb@hotmail.com)
3. *Important Items*
  - a. Emergency Preparedness - handout
  - b. FAAR/LRT
    - i. Process (template handout) according to policy 6.1, #4 on page 2, faculty are to get all materials back including reviews from all committee levels. This may not be in accordance with what legal counsel has indicated and so the dean will follow up and report at the next Department Chair's meeting.

11/21/2008 - I had promised to get in touch with Mike Carter to clarify what we can hand back to our faculty in terms of feedback on their FAAR submissions (SUU Policy 6.1).

Mike and I concur that in cases where the recommendation is for renewal that it is fine (in fact advantageous) to hand back the Dean's Report, the Chair's Report, the LRT Committee's Report, as well as the FAAR prepared by the faculty member as a way of ensuring maximum transparency and constructive feedback.

In those cases where non-renewal is recommended, we would not return LRT Committee documents.

- i. Timing is still an issue, a deadline in September is not good.
    - ii. Faculty letters/review by the dean were handed back to Department Chairs to give to the faculty when they meet for their annual reviews – deadline December 15<sup>th</sup>.
  - c. Everyday Leadership (certificate)
4. *Department/Other Items*
  - a. Internship Credit - Task Force

- b. Calendar – it seems like we are in session an extra week in Fall and Spring. The Dean will follow up with the Provost.
  - c. Spring College Retreat tentatively set for Wednesday, January 7<sup>th</sup>, 2009 from 3pm to 5 pm in PE 101.
5. *Next Meeting:* Wednesday, December 3, 2008 4:00 p.m. CN 233
6. *Reminders*
- a. Course Evaluations currently taking place online for students
  - b. Wednesday, November 26<sup>th</sup> thru Friday, November 28<sup>th</sup> - Thanksgiving Recess – No classes Wed (26<sup>th</sup>), Thurs (27<sup>th</sup>), Fri (28<sup>th</sup>), staff have Thurs and Fri off
  - c. Friday, December 5<sup>th</sup> - Last Day of Instruction
  - d. Monday, December 8<sup>th</sup> - Study Day
  - e. Wednesday, December 17<sup>th</sup> - Grades Due by 4:00 p.m.
  - f. Degree Audit Sheets
    - i. IR cert add Global Business course ie SOC 3030
    - ii. Speech Cert degree Audit Sheet needed (Goes to Regents Dec 3<sup>rd</sup>)

## HSS FAAR Submission Template

Material set for annual evaluation:

### Must be supplied by faculty member:

- \* Annual report
- \* Copies of all publications and grants/contracts reported in annual report
- \* Copy of updated CV
- \* Course syllabi for all courses taught in the year

### Optional materials supplied by the faculty member:

- \* Other standard indicators of instructional efforts (report of peer-reviewed classes; listing and discussion of instructional innovations; list of chaired theses; list of chaired comprehensive exams; list of thesis or comprehensive exam committees on which the faculty member has participated)
- \* Additional materials can be submitted should the faculty reviewee desire committee consideration of mitigating or extraordinary circumstances concerning instructional efforts

### Supplied by Department Office:

- \* Course survey information (summary scores for the faculty members' courses for fall and spring semesters; individual course evaluations with student comments)