

**Minutes**  
**HSS Department Chairs Meeting**  
Wednesday, April 22, 2009  
4:00 p.m. CN 233

1. *Dean's Council Item*
  - a. Curriculum
    - i. all new courses will be put on hold unless a course is being deleted
    - ii. consent items are ok to be submitted
  - b. Program Discontinuance went to President's Council
  - c. Good News
    - i. Marsha Garber allowed to emergency hire one more year
    - ii. Kyle Bishop will be moved to a tenure track position upon completion of his PhD
2. *Department/Other Items*
  - a. Keys – no faculty should have keys to another faculty members offices
  - b. No Program Fees Statement on Syllabi
  - c. Grants and Buyouts
  - d. Department Data – 10 years – new reports coming from Bruce Tebbs with accurate numbers
  - e. 5 year HSS Academic Program Review from University Committee – Jim will e-mail the report to the chairs to review and a response will be written at the next meeting.
  - f. Faculty Senate Ballot – John Howell and Michael Ostrowsky
  - g. Commencement Update
    - i. Volunteers Needed <http://www.suu.edu/ss/admission/weekend/app/usher.html>
    - ii. no entrance to Centrum starting Friday, May 1 at 5:00 p.m. until after Commencement is over on Saturday, May 2.
    - iii. LRT Training - last Thursday directed by Baiba,
    - iv. faculty requested a sample to review,
    - v. Jim McDonald indicated the following should be included
      1. Vita
      2. Teaching Evaluations
      3. FAARs
      4. Publications
      5. Grants
  - h. Leadership Certificate R401
3. *Next Meeting:* [Wednesday, April 29th, 2009 4:00 p.m. CN 233](#) – this meeting will include a [Commencement walk through for all HSS volunteers](#)
4. *Reminders*
  - a. LRT Policies
  - b. Internship Credit - Task Force Department Policies needed (have Psychology, Political Science, History and Sociology)
  - c. Dates
    - i. Thursday, April 30th - HSS ACADEMIC AWARDS - Great Hall 6:00 p.m.
    - ii. Saturday, May 2nd - Commencement
    - iii. Wednesday, May 6<sup>th</sup> – Grades Due
    - iv. Maymester - May 4 through May 22
    - v. 1<sup>st</sup> Session – May 26 through June 30
    - vi. 2<sup>nd</sup> Session – July 1 through August 7
    - vii. Wednesday, August 12<sup>th</sup> – All summer grades due
    - viii. August 16<sup>th</sup> – Faculty Contracts Begin
    - ix. August 17<sup>th</sup> - Opening Meetings
    - x. August 20<sup>th</sup> - HSS Fall Retreat