Chair's Meeting Minutes

August 31, 2010

1. Advising and Scheduling Management—Class schedules need to be watched more closely. Upper division classes should be scheduled every other semester or as needed rather than every semester because the size of the class goes down.
2. Dean's Meeting—Policy changes 5.27 and 6.36 have been approved. There is 3-4% increase in students this year—8300 students. There are over 2,000 freshmen. Their ACT scores are up this year—22.8 over 21.4 from last year. There are 155 international students enrolled this year.
3. Faculty Hiring—Communications, Criminal Justice, Philosophy, Psychology and History all need to hire one additional teacher for next year. English really needs to hire because of number of adjuncts. Jim will check with Provost's office on this.
4. Program Description—1 page due to Dean by September 15th.
5. IDEA course survey—The IDEA surveys went over well with the students, but the Department and College LRT committee haven't endorsed the IDEA surveys. The department and college LRT committees need to look into doing this. The response rate for English is down on the other survey.
6. LRT—The Dean wants dated CV's with this year's FAAR reports. FAAR reports are due to Chairs September 7th. The Chair's should do a real evaluation and critical assessment on each instructor and this should be submitted with each instructor's FAAR report. The Dean's report will look at concerns.
7. Focus Week will be held on October 21 and 22. There will be a change this year. Each department should prepare a 5 minute presentation.
8. Misc.

Reminders:

1. September 6th -- Labor Day—no school
2. September 2nd –the Dean's Provost Grant Proposal Deadline
3. September 8th—Provost Grant Proposal Deadline
4. September 22—first session--last day to drop with W on record
5. September 24th —5th Week Reports Due
6. October 13th—1st Session ends
7. October 14th—2nd Session begins
8. October 15th—Deadline for submission of Graduation Papers for Spring 2011
9. October 15th--Provost Academic Newsletter Deadline
10. October 22nd—Last day to drop with W on record
11. November 24-26th—Thanksgiving Recess—No classes