

Chairs' Meeting Minutes

November 27, 2012

Meeting convened at 3:00 p.m.

Present: James H. McDonald, Dean, David Admire, Terrie Bechdel, Art Challis, Bryce Christensen, Elise Leahy, Mark Miller, Lynn White, Kristine Frost, administrative assistant

1. Deans' Council
 - a. Jim encouraged the Chairs to encourage their faculty to attend the meeting with State Senator Urquhart on November 29, 2012 at the Church Auditorium.
 - b. There was an article in the Tribune by a disaffected ex-employee concerning plagiarism. SUU has a no tolerance plagiarism policy and instructors should give the student an F on any plagiarized assignment.
 - c. Space usage—Classrooms across the university are only being used about 64% of the time between 8:00-5:00. Lab space is only being used about 33% of the time between 8:00-5:00. Lynn White made the comment that some of that space is under reported. Jim stated that the Deans must account for the space that is assigned to their college. He asked the chairs to send Kristine a list of specialized labs or classroom, including those that contain chemicals. This would include the pigeon lab, the CJ courtroom and computer labs.
2. Replacement for Academic Affairs Committee (replacing Kevin Stein) Jim asked the Chairs for names of faculty who could fill this committee.
3. Replacement for Outstanding and Distinguished Educator Award Committee (replacing Larry Ping) Jim asked the Chairs for names of faculty who could fill this committee.
4. Scheduling-- John Allred asked that schedules be submitted by the submission deadline. On 50% of the departments get their schedules in by the deadline. If schedules aren't submitted by the deadline space will be allotted on a first come, first serve basis.
5. Other—Kristine reminded Chairs that curriculum submissions are due to her by noon on Thursday.

Motion to adjourn meeting was made by Bryce Christensen, seconded by Lynn White and approved unanimously.

Meeting adjourned at 3:45

