

## Chairs' Meeting Minutes

September 18, 2012

Meeting convened at 3:01

Present: Dean James McDonald, David Admire, Art Challis, Bryce Christensen, Elise Leahy, Mark Miller, Lynn White, Kristine Frost, Administrative Assistant

1. FSSF grants—Because some of the grant proposals were uploaded to the wrong place on Canvas, it was decided to meet again to finish deciding on who was to receive the FSSF Grants. The process that was decided on was to use the rubric which Jim sent to all the chairs. The chairs should get a composite score and then give each proposal a grade depending on the composite core. The Chairs can give more than one proposal the same grade. The Chairs will meet and discuss the proposals and then decide which proposal is funded.
2. Strategic Planning Update—Jim and Tom Dempsey are working up a abbreviated Strategic Planning process which will cut the amount of work the department needs to do to develop a departmental strategic plan
3. Other—Elise asked whether the comments on the IDEA survey should be included in the F.A.A.R. report? The Dean said that it wasn't necessary in the annual F.A.A.R. report but should be included in the 3 year Review and the Tenure Reviews.

Meeting adjourned at 3:52