

Unapproved Minutes
Chairs' Meeting
Thursday, November 30, 2017

In Attendance: LT Goode, Dr. Sherman, Dr. Forbes, Dr. Aucoin, Dr. Tatom, Dr. Kimball, Dr. Trout, Dr. ter Horst, Dr. Messenger, Dr. Kiene, Dr. Mulekar, LTC Morris, Dr. Gruner, Dr. Meeker, Dr. Sanders, Dr. Habel, Dr. Labbé-Coldsmith, Dr. Hanks, Ms. Fitzsimmons, Dr. Loomis, Dr. Coleman, Dr. Wierzbicki

Absent: LTC Lamont, Dr. Powers

1. The minutes of the September 28, 2017, Chairs' Meeting were approved.
2. Chairs reviewed the estimated budgets as of October 31, 2017. Dr. Wierzbicki announced that \$196 per full-time faculty member was transferred to each department's supplemental account. Another \$196 per full-time faculty member will be transferred sometime in January. \$1,000 per full-time faculty member, including OYO faculty, was transferred to department's supplemental accounts, minus any departmental deficit owed from the previous fiscal year. The College has now 265 full-time faculty, which includes 19 OYO faculty members and the five faculty members from Developmental Studies who were added to the Department of Mathematics and Statistics. Summer revenues were \$996,000, which was 9.5% less than the previous summer. Budget cuts on those revenues were estimated at \$1,447,059. However, due to conservative spending as well as and savings in faculty lines, the College had to cover only \$573,723 (40%) of the originally assessed budget cuts for the FY.
3. Summer 2017 revenue calculations were distributed to Chairs. Alternative contracts were issued to faculty members for courses that were not producing sufficient revenues to cover faculty salaries. The Dean emphasized that teaching schedules must be planned carefully to optimize summer revenues. There was discussion about the Maymester and Pell grants.
4. Dr. Wierzbicki updated Chairs about development within the College. The College received 432 gifts, totaling \$1,159,000. He encouraged Chairs to ask for funding and reminded them of matching programs such as the Mitchell-Moulton Scholarship fund.
5. Dr. Wierzbicki distributed the sponsored activity reports. 98 grants were funded this year, totaling \$7,820,789 for the College.
6. Part-time faculty members are evaluated once a year. Evaluation forms are available on the Academic Affairs' website. Chairs were encouraged to complete part-time faculty evaluation forms in the fall semester. Part-time faculty evaluations are to be kept on file in departments.
7. Dr. Wierzbicki proposed the possibility of faculty members accruing credit for directed studies. There is currently no policy for giving faculty members credit for the directed studies they undertake outside of additional points on the Faculty Activity Reports. Dr. Wierzbicki shared his preliminary research with Chairs, and discussion ensued about interest in developing a policy. Faculty development funding was discussed as well as the difficulty in creating an equal policy with such specific requirements among departments. Chairs were asked to email thoughts/ideas to Dr. Wierzbicki by December 11, 2017.
8. Dr. Coleman shared the TracDat Report update with Chairs. Assessment results need to be reviewed by late January. At least 50% of the results need to be designated for Action Planning. Chairs are to review use of results on Action Planning and be sure they indicate a concrete strategy for improvement. Follow ups for assessments should be completed prior to spring break. Every department must have one "W" course assessed every year.
9. Dr. Coleman reminded Chairs that reassigned time requests are due to the Dean's office by December 6, 2017. Approvals for the 2018-2019 AY will be returned in January. Lack of sustained scholarly activity will result in higher teaching loads.

10. Dr. Loomis announced that the Registrar's office has changed the CAF form. All new course proposals, as well as all changes, become effective in fall term only. This applies to courses intended for spring or summer of that AY. Dr. Loomis recommended that a new course be successfully offered three times as a Special Topics course before being proposed as a self-standing course.
11. Dr. Loomis proposed a transient course credit policy for the College. There was discussion about requirements, verifying course comparability and conditions of transient course approval. Chairs voted to adopt a policy similar to MCOB, with modifications.
12. Dr. Loomis distributed probationary, mid-probationary, and tenure and promotion deadlines to Chairs. Chairs discussed issues concerning Digital Measures.
13. Dr. Loomis announced that the submission deadline for SPDA proposals is Friday, January 5, 2018.
14. Dr. Loomis reminded Chairs to send all content and images for new departmental brochures to Ms. Emmy Rieske before December 20, 2017.
15. Dr. Loomis shared deadlines for A&S Faculty Awards.
16. Spring New Student Orientation dates and schedules were distributed to Chairs.
17. Dr. Loomis shared upcoming Bulletin deadlines with Chairs. Any faculty changes should be emailed to Dr. Loomis.
18. Dr. Loomis reminded Chairs to provide a CAF with new SAT scores for any courses with an SAT score prerequisite.
19. Dr. Wierzbicki reminded Chairs about the A&S Town Hall Meeting with President Waldrop that was rescheduled for January 23, 2018. Faculty and staff are encouraged to attend.
20. Dr. Wierzbicki reminded Chairs that faculty members should attend Fall Commencement on December 9, 2017.
21. Dr. Wierzbicki explained that any violation of the final exam policy could be challenged by students. Exceptions to the final exam policy, such as conflicts with exam schedules, must be approved by the Dean.
22. Chairs were reminded to have coverage in offices for final grades. Contact information should be up-to-date for all full-time and part-time faculty.