

September 19, 2016

Department Chairs Meeting

4 pm

Lee Hall 412

Guests: Jonathan Levin and Nina Mikhalevsky
Next Meeting: Monday, October 24th at 4pm, Lee Hall, room 412

Minutes

Agenda item: Workload Taskforce **Presenter:** Jonathan Levin

Discussion:

The next meeting will be scheduled soon. The taskforce has looked at several areas of concern such as; contact hours vs. credit hours, double sections - room size issues and the value of double sections. Issues for the committee to address are 4/3 workload, cost for a change in structure, and the percentage of courses taught by adjuncts. Jonathan's figures imply that we currently have more adjuncts than other COPLAC schools. [note: await discussion at next meeting; figure is actually closer to 22%.] Resources to cover some revisions of workload will be obtained.

Agenda item: College of Education **Presenter:** Nina Mikhalevsky

Presentation:

Power point presentation: CAS and COE students' education and crossover of courses and the possibility of revenue that may be earned from keeping the students enrolled.

Agenda item: Announcements **Presenter:** Richard

Discussion:

Faculty Supplemental Awards: Over 90% of \$s requested in applications were granted this semester (for people who hadn't hit \$2000 ceiling).

Research Reports due: Reports on how many faculty members in each department have published during academic year 2015-16 are needed; also needed are citations for journal publications. The UC requested the latter set of information which will be published on the Provost website.

Department messages for Admissions: Kimberley asked if there were any changes that needed to be made on the information they give out to new students. If you need another copy, email Martha.

Group to talk to HR(re concerns about Careers): Jackie and Dave to meet with Richard to address concerns with HR on the process with new hires and adjuncts.[follow-up after meeting: Jackie and Dave will attend Academic Affairs Council meeting to discuss issue with Sabrina Johnson present].

Conclusions:

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| Action items | Person responsible | Deadline |
|---|--------------------|-----------|
| ✓ Research reports-print publications and number of faculty submitting work | ALL | 9/26/16 |
| ✓ Review department messages (report any changes only) | ALL | 9/23/16 |
| ✓ Spring class schedules (send to Grant) | ALL | 9/23/16 |
| ✓ Meeting with HR re: Careers | Richard | October 6 |

Agenda item: Gen Ed Assessment **Presenter:**

Discussion:

The Gen Ed assessment plan report was handed out and briefly reviewed. It was reported there is an error in the text on reporting the degree evaluation. Evelyn Torres is working with Brian to correct the issue.

Agenda item: P & T

Presenter: Hai Nguyen

Discussion:

The P & T committee would like to see more information from the department chairs about mentoring and classroom observations.

Conclusions:

Hai will discuss with the P & T committee issues around the evaluation of teaching and how it will be handled by the departments. P & T will submit a proposal to the faculty council for approval. If approved, it will be added to the handbook.

Action items

Person responsible

Deadline

✓ Report concerns to P&T committee

Hai

Agenda item: Room Scheduling

Presenter: Andrew Dolby

Discussion:

The process to reserve rooms for classes, guest speakers, and student events has become extremely difficult. A list of contacts per building would be helpful as would having the correct process to reserve rooms for events.

The other issue relates to scheduling conflicts with academic meetings and campus meetings. Consideration to the academic meetings scheduled during the summer for the year, need to be taken into account before scheduling campus meetings if possible.

Conclusions:

Discuss with events the correct protocol for scheduling/reserving rooms on campus.

Action items

Person responsible

Deadline

✓ Talk to Events about room reservation issues

Richard

10/24

✓ Talk to HR about meeting schedules

Richard

10/24

Agenda item: Scholarships

Presenter: Carole Garmon

Discussion:

The current system that was put in place last spring is not working as planned. Several students have received emails saying that they received funds only to receive another email weeks later saying that they were losing it. The department chairs are not being notified of the changes.

Another issue relates to a grant that alternates between two departments (CPR and SOAN) but which did not alternate last year.