

Minutes
HSS Department Chairs Meeting
Wednesday, December 2, 2009
4:00 p.m. in CN 233

1. John Eye, Dean of the Library discussed:
 - A. Library faculty getting out of the office and having a more physical connection with departments.
 - B. Library member to attend a different department meeting once a month/semester to answer questions and make contacts.
 - C. Grants & Proposals –when working on project for a private foundation let a Library representative know and try to allocate some resources for the Library.
 - D. Information Literacy Component – Library representatives can help with employing this component in more course work.
 - E. LM 1010, 1 cr. class uses MLA. Dr Eye will ask that faculty teaching the course will also present APA format.
 - F. Institutional Repository – The Library intends to fulfill this responsibility. It requests that faculty publishing new research, etc., work out an arrangement with publishers so that the SUU library may retain some portion of the publication in its own format or on its website. The Dean suggested that a template with language about copyright stipulations be given to faculty for such requests.
 - G. Jim Harrison asked about inter-library loan problems. Dr. Eye will get back to him.
2. Dean's Council items:
 - A. Budget – 17.5% cut from last year. The State is looking at \$200 million less in revenue. Board of Regents are holding firm & asking Legislature to find cuts elsewhere. Provost & President are in agreement with Regents.
 - B. Mediated classrooms – currently 22 classrooms are not mediated still. Money is available to upgrade these rooms. Contact Glen Pryor to pay for classroom projector bulb replacements. Some monies also available in program fees.
 - C. VP of Student Services, Donna Eddleman, asked deans to identify “mission-essential” personnel re: health care issues.
Faculty supports students—administration supports faculty.
 - D. Major Fairs & Focus Days – Next year to be combined.
 - E. Human Resources - Send to David McGuire, list of new adjuncts and faculty so proper forms (I9) can be verified in a timely fashion and avoid penalties. It was mentioned and agreed that Adjuncts need to get paid sooner.
 - F. Spring enrollment (at this point in time) up 13% from last year. Fall up 7% this year.
3. Final grades: Remind faculty to input grades in a timely manner.
4. LRT Policies: Continue to work on them and get them to the dean.
5. Department Items:
 - A. Foreign Languages & Humanities: needs a suite of rooms together.
 - B. Psychology: no handicap parking available with construction of Science building starting. Jennifer Hunter to follow up on ADA access issues.
 - C. Steve Barney requested Chairs meetings to begin at 3:00pm in the Spring semester. All agreed.
6. Other items:
 - A. President's Council and Board of Trustees approved: IR Certificate
ANTH minor
Leadership Certificate
Program Fee increase
7. HSS Spring Retreat: Date to be decided later.
8. Next meeting is Wednesday, December 16, 2009 in CN 233.