

Minutes
HSS Department Chairs Meeting
Wednesday, January 6, 2010
3:00 p.m. in CN 233

1. Dean's Council Items
 - a. Policy 6.1 on Evaluations completed and passed by senate, approved by Trustees
 - b. Next Regents meeting is January 15th
 - i. BA English Creative Writing in on the Agenda
 - c. April 1 Regents Meeting Agenda Items:
 - i. IR Certificate
 - ii. Anth Minor
 - iii. Leadership Certificate
 - iv. Foreign Language Department Name change
2. IDEA
 - a. Need to meet with Communication and English Departments
 - b. Early semester workshops conducted by dean
 - c. IDEA website, check out FIF (faculty info forum)
3. Provost Open Forum for HSS Thursday, January 21, 2010 at 3:00 p.m. (replace Spring Retreat)
4. Left over items
 - a. LRT Policy revisions (FLHP has been received)
 - b. Wait List vs Permission Forms (e-mail from Registrar)
 - c. Audit (e-mail from Registrar)
5. Department Items
 - a. Classroom issues: on the first day of classes
 - i. GC 306 had no baseboards, not vacuumed, computer not hooked up)
 - ii. GC 406 no corkboard on the new whiteboard
 - iii. G 109 needs a dimmer switch
 - b. Adjunct Contracts – e-mail sent out with 4 benefits to processing online now, will be mandatory starting Fall 2010
 - c. Missing week to prep for Spring classes
 - d. Chair replacements on track (FLHP, POLCJ, COMM)
6. Reminders
 - Tuesday, January 12th - Last Day to drop regular session w/o a "W" on record
 - Friday, January 15th - Last Day of registration and adding classes. Refund policy enforced
 - **Monday, January 18th - Martin Luther King, Jr. Recess**
 - Monday, February 1st - Scholarship application deadline for continuing and new students
 - Friday, February 5th - Fifth Week Reports due
 - **Monday, February 15th - President's Day Recess**
 - Friday, March 5th - Last Day to withdraw from an individual class with a "W" on record
 - **Monday, March 15 - Friday, March 19th - Spring Recess**
 - **Friday, April 2nd - Good Friday - No Classes**
 - Tuesday, April 13th - Deadline for awarding Department and Endowed scholarships
 - Thursday, April 22nd - Spring Class Instruction ends
 - Friday, April 23rd - Study Day
 - Monday, April 26th - Thursday, April 29th - Final Exams
 - **Thursday, April 29th, HSS Academic Awards Ceremony 7:00 p.m.**
 - Friday, April 30th - Commencement Ceremony
 - Saturday, May 1st - College Commencements **HSS 8:00 a.m.**
 - Monday, May 3rd - Three-Week Maymester begins
 - Monday, May 30th - Memorial Day
 - Tuesday, June 1st - Summer School First Five-Week Session begins
7. Next Meeting: Wednesday, January 13th, 3:00 p.m. - CN 233