

## Chairs' Meeting Minutes

January 25, 2011

1. Deans' Council
  - a. Briant Flake did a cost study on departments by college. HSS looks very good
  - b. University Curriculum Committee will be held February 15<sup>th</sup>. R401's need to be in before Feb. 9<sup>th</sup>.
  - c. John Allred wants to change the process of dropping and adding so that the student doesn't need to go around to numerous people before he or she can drop or add a class. No faculty signature will be needed until the 9<sup>th</sup> week. It just goes through the dean's office
  - d. Class size—there is no university policy of class size so this will be set at the department or college level.
2. Scholarships—Dean reminded the Chairs that they need to get their scholarship committees in place for the next round of scholarships that will be out the first of March.
3. IDEA—vote Each department needs to vote on IDEA—secret ballot
4. Outstanding Students—Outstanding student names need to be to Kristine by Feb. 1<sup>st</sup>.
5. Reminders
6. Other

### Reminders: (HSS in red)

- February 5<sup>th</sup>—List of Outstanding students due to Kristine
- February 15<sup>th</sup>—Deadline: Submission of Graduation papers for Fall 2012
- February 20<sup>th</sup>: President's Day Recess—no classes
- March 12-16—Spring Recess
- March 16<sup>th</sup>—University closed
- April 1<sup>st</sup>—certificates and awards due Kristine
- April 16<sup>th</sup>—Deadline for awarding department and endowed scholarships
- April 26<sup>th</sup>—Spring Class Instruction Ends
- April 27<sup>th</sup>—Study Day
- April 30-May 3<sup>rd</sup>—Final Exams
- May 3<sup>rd</sup>—HSS Awards Banquet
- May 4<sup>th</sup> & 5<sup>th</sup>—Commencement
- May 5<sup>th</sup>—HSS Commencement
- May 8<sup>th</sup>—Grades Due