

# Chairs' Meeting Minutes

February 14, 2012

Present: Meeting convened at 3:05

Present: Jim McDonald, Dean, David Admire, Bryce Christensen, Rosanita Cespedes Pat Keehley, Elise Leahy, Mark Miller, Kevin Stein, Lynn White

1. Learning Outcomes and Assessment—Assessments are due Feb. 17<sup>th</sup>. Lynn and Elise said theirs were finished.
2. Teaching Quality—Jim said that faculty need to look at grade inflation. There are 15-17% of HSS students on the Dean's list. Dave Admire said that Political Science and Criminal Justice have been discussing this. Some faculty say that if that are tough then they get bad evaluations, but Dave said that students don't mind the rigor IF professors are up front with them the first week of class and let them know what is expected. Jim said if students say that the class is hard—then that is there issue. We need to raise the bar and demand more than what the students did in high school or we won't prepare them for getting and keeping jobs.
3. Work Load—Chairs need to tighten up on workloads. There should be strategic use of adjuncts rather than paying regular faculty to do overloads.
4. Travel Authorizations—Kristine said that faculty need to do travel authorizations before they travel because it affects Worker's Comp and other insurance. Travel authorizations need to be 15 days before travel if out of state or out of country and 10 days if in state.
5. Other—Kristine discussed the new Purchasing Card requirements—and 'nasty' points. Elise asked about the Outstanding student for Reflections. Kristine explained that they are honoring outstanding students in the magazine but they want more than just GPA.
  - a. English: Bryce said that the Library was showcasing Poetry that was written on the study abroad trip to London last Maymester.
  - b. Poli Sci & CJ: Dave reported that they have been working on the Assessments and the LRT policy. They also had mock Criminal Justice interviews so the students could see how their behavior in college would affect what type of job they could get.
  - c. MPA: Pat said that they were working on the abbreviated R401 and they are starting the Phi Alpha Alpha honor society.
  - d. Comm: They have been working on the learning assessments
  - e. FLHP: Elise said that she and Rosa had attended a Dual Immersion conference and dual immersion for Spanish will start next fall at East and French the following fall. Greg Roberts of the State Board of Education will help facilitate this. Utah leads the nation in Dual Immersion. 82 students attended the first French Film Festival film
  - f. Writing Center: Julie said that the writing center is really busy. Tutors are proactive and professional. They now have an APA specialist. Tutors can tutor in MLA.

- g. Psych: Lynn said they had finished revising their mission statement and mapping and are now working on the trip to Ireland. Karl Stevens has approached her about concurrent enrollment.
- h. His., Soc., & Anthro.: Mark said that they have finished their mission statements. They had the Provost to their department meeting. Native American Week starts soon.
- i. Kristine told the Chairs that the K drive had been wiped. She has also set the curriculum meeting for April 9<sup>th</sup>. All items must be on the K drive by April 2<sup>nd</sup>.

Meeting adjourned at 4:01